

***UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TEXAS***

CM/ECF TRAINING GUIDE

aka

TXEB's Electronic Filing 12 Step Program To End Your Addiction To Paper



Honorable Bill Parker, Chief Bankruptcy Judge
Honorable Brenda T. Rhoades, Bankruptcy Judge

Jeanne Henderson, Clerk of Court

August 1, 2007

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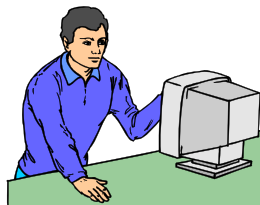
I. GETTING STARTED

A. Introduction

Making the choice or being forced to change is always the most difficult step toward any new beginning. This manual was written with a few basic assumptions. Surfing the internet is part of your experience. Directions are often ignored. When one does take the time, directions can be unclear, misleading, and extremely frustrating. It is the hope of those creating this manual to not only help the user, but give the user the tools to help others. Namely, future employees necessary to manage your growing bankruptcy practice. Our website is full of valuable information for anyone getting started in the electronic world. That information will not be duplicated here. This manual is designed to compliment the resources readily available to you now.

B. The 12 Step Program

1. Create Pleading
2. Print to PDF File
3. Log In
4. Case Type (BK or AP - Main Menu)
5. Sub-Menu Categories
6. Case Number / Event Listing
7. Parties
8. PDF's
9. Related Documents (if necessary)
10. Modify/Confirm Docket Text
11. Final Review
12. Notice of Electronic Filing



Note: Everything created and submitted to the Court will follow the steps above.

C. The New Paradigm

Virtually everyone doing business with the Court is in the process of overcoming their addiction to paper. Paper and the oh so significant ink signature making it “legal” have been with us for a long time. The thought of replacing paper solely with electronic images is akin to learning to read from the right to the left. It simply isn’t natural! Yet, as we continue into the 21st century the internet is playing a more significant role throughout the business world and governmental agencies at all levels. Our own studies show a strict adherence to the above 12 step program for 12 weeks will free anyone, regardless of the depth of one’s addiction.



Note: The storage capacity for data of one CD-ROM is equivalent to 50,000 sheets of paper.

II. STEP BY STEP PROCEDURES

A. OPENING A NEW BANKRUPTCY CASE

Using your software, **create a petition** (Step 1) and **print/save/convert/publish to PDF** (Portable Document Format) (Step 2). **Log into CM-ECF** through our website (www.txeb.uscourts.gov) (Step 3).



Note: The following procedures can be bypassed by using a case upload function within a given software **ONLY** when filing the petition **AND** all schedules.

TXEB Train Database Ver. 3.1.3 - login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl> Go Links

Google G Go 1 blocked Settings

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication

Login:

Password:

client code:

Login Clear

NOTICE: An access fee of \$.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

Internet

(Step 4) Using the cursor, point and click on **Bankruptcy (Figure 1)**. A drop-down menu will appear as depicted on the following page.



Figure 1

(Step 5) Below is a list of Sub-Menu Categories, each with a drop-down menu containing all events in that category (Figure 2) . For this exercise choose Open a BK Case (External).

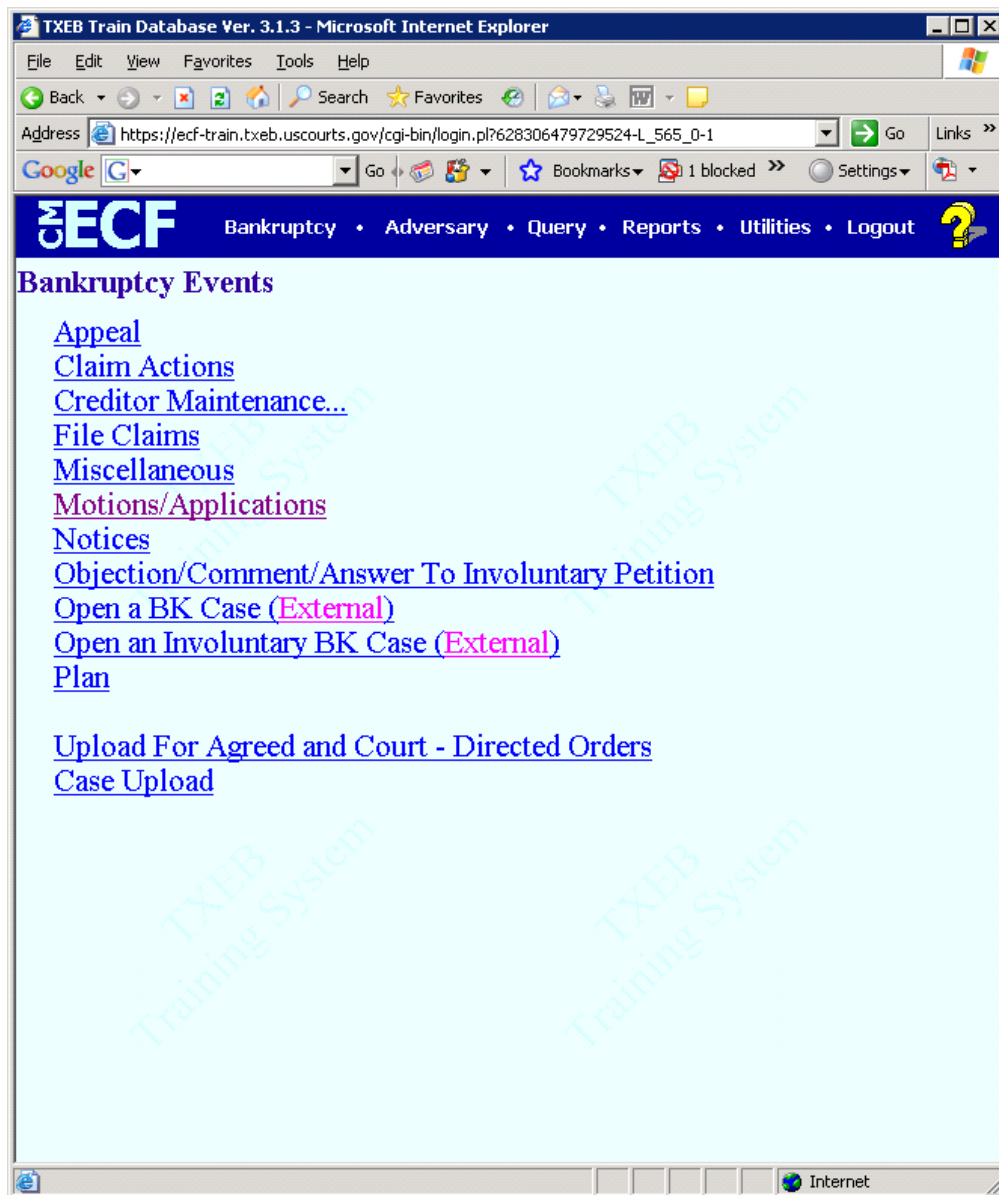


Figure 2

The following screen (Figure 3) contains pertinent statistical data.

- Office - select the appropriate office (Beaumont, Lufkin, Marshall, Paris, Sherman, Texarkana, Tyler). The “office” selection is determined by the “county” in which the debtor lives - See county/office listing attached as Exhibit A
- Case Type - the systems defaults to “BK” for Bankruptcy Case
- Chapter - select the appropriate chapter
- Joint Petition - system defaults to “no”, change to “yes” if filing a joint petition
- Deficiencies - system defaults to “no” - leave the default as “no” even if filing an emergency petition without schedules and statements

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1". The page features a blue header with the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main content area has a light blue background with the heading "Open New Bankruptcy Case (External)". Below this, there are several form fields: "Office" (dropdown menu showing "Not Used"), "Case type" (text input showing "bk"), "Date filed" (text input showing "7/25/2007"), "Chapter" (dropdown menu showing "7"), "Joint Petition" (dropdown menu showing "n"), and "Deficiencies" (dropdown menu showing "n"). At the bottom of the form are "Next" and "Clear" buttons. A large, faint "TXEB Training System" watermark is visible across the center of the page.

Figure 3

TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_... Go

Google

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case (External)

Search for a debtor

SSN Tax Id

Last/Business name

First Name

Middle Name

Search Clear

Internet

Figure 4

The “search for a party” screen appears (Figure 4). This screen allows the filer to search for the debtor by Name, Social Security Number or Tax Identification Number. Unless the debtor has filed previously, their name will not be found.

Search Hints:

Searching is case sensitive. (Smith, not smith)

Try alternate search clues if your first search is not successful

Partial names can be entered

The entire business name is stored in the Last/Business name field

Include punctuation (O’Brien)

An asterisk (*) is a wild card which may be used with search strings

The asterisk (*) should not be used by itself as it will search all records in the database

Note: If the designated party was already in the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click [Select Name From List].

If the designated party was not found, click on [Create New Party]

If the name/social security search did not produce any results, select [Create New Party] to add debtor/joint debtor.

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_". The page content includes a navigation bar with links: "Bankruptcy • Adversary • Query • Reports • Utilities • Logout". Below this is a section titled "Search for a debtor" with input fields for "SSN", "Tax Id", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons. The results section, titled "Party search results", displays the message "No person found." and a "Create new party" button. A large, diagonal watermark reading "TXEB Training System" is visible across the page.

- ➔ “**Party Information**” screen appears (Figure 5)...
- ➔ Enter the debtor’s **Name** and **Address** information in the appropriate boxes
- ➔ Select the debtor’s **County** of residence (you must select the county which matches the “office” chosen on the first screen during the initial opening of the case)
(You can type the first letter of the county for a faster search)
- ➔ It is not necessary to submit phone number, fax number, or e-mail.
- ➔ If the party has an alias, click on the [ALIAS] button & add alias information.
You can enter up to (5) alias records. Alias role types include aka, dba, fdba, fka

Figure 5

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1". The page features a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main form is titled "Debtor Information" and contains the following fields:

Last name	<input type="text" value="Smith"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text" value="222-11-1234"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Zip	<input type="text"/>
Phone	<input type="text"/>	Country	<input type="text"/>
E-mail	<input type="text"/>	Fax	<input type="text"/>

Party text

Buttons: Alias..., Corporate parent..., Review..., Submit, Cancel, Clear

Text: Add all aliases and corporate parents before clicking the Submit button.

Statistical Data screen appears (Figure 6).

- ➔ Select the “**type of debtor**” by clicking in the appropriate box
- ➔ “**Fee Status**” options are “Paid”, “Installment”, “Fee Not Paid”, “IFP Filing Fee Waived”
- ➔ Designate the “**Nature of Debt**” as consumer or business
- ➔ Choose “yes” or “no” for **Asset Notice designation**
- ➔ Select the range for **Estimated Creditors**
- ➔ Select the range for **Estimated Assets**
- ➔ Select the range for **Estimated Debts**

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays the URL: https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains buttons for Back, Forward, Stop, Home, Search, Favorites, and a Go button. The address bar also includes a Go button and a Links button. The browser's status bar at the bottom shows "Internet".

The main content area of the browser displays the "ECF" logo and a navigation menu with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is also present. Below the navigation menu, the heading "Open New Bankruptcy Case (External)" is displayed in large, bold, blue text.

The form contains the following fields and options:

- Prior filing within last 8 years:** A dropdown menu with the value "no".
- Fee status:** A dropdown menu with the value "Paid".
- Nature of debt:** A dropdown menu.
- Asset notice:** A dropdown menu with the value "No".
- Estimated number of creditors:** A dropdown menu.
- Estimated assets:** A dropdown menu.
- Estimated debts:** A dropdown menu.
- Type of debtor:** A group of radio buttons with the following options:
 - ☒ Individual
 - ☐ Corporation (includes LLC & LLP)
 - ☐ Partnership
 - ☐ Other
- Nature of business:** A group of radio buttons with the following options:
 - ☐ Health Care Business
 - ☐ Single Asset Real Estate
 - ☐ Railroad
 - ☐ Stockbroker
 - ☐ Commodity Broker
 - ☐ Clearing Bank
 - ☐ Other
 - ☐ Tax-Exempt Entity

At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 6

(Step 8) **PDFs** The PDF Document selection screen will appear (Figure 7) (repeatedly regardless of what is being filed with the Court). Think of it as the “browse screen”. Click the [Browse] bar and locate the folder where the pdf has been saved. Highlight the pdf file name; right clicking of the mouse will allow the pdf to be opened and reviewed. It is important in the beginning to review all pdf’s before submitting to the Court to ensure its correctness.

♪ **NOTE:** (Step 6 & 7 do not apply for this exercise)

TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1 Go Links >>

Google Go Bookmarks Settings

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case (External)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Internet

Figure 7

Click [Next]. Click [Next] on the following screen. If the petition is being filed without schedules, (Figure 8) change the “with” to “without”.

TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1 Go Links

Google Go Bookmarks 1 blocked Settings

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open New Bankruptcy Case (External)

ALL PETITIONS PAID IN INSTALLMENTS *MUST* BE ACCOMPANIED BY APPLICATION TO PAY FILING FEES IN INSTALLMENTS. OTHERWISE, THE FEE WILL BE CHARGED TO YOUR CREDIT CARD IMMEDIATELY!

With or Without Schedules, statements, or other required documents? Submit to Accept Default

With

NOTICE - A Filing Fee Is Required For The Filing Of This Document! If You Are An Attorney You Will Be Directed To The Credit Card Payment Screen After Docketing This Item!

Next Clear

Done Internet

Figure 8

Step 11) The “Docket Text: Final Text” screen displays (Figure 9). **THIS IS YOUR LAST WARNING BEFORE SUBMITTING THIS TRANSACTION.** “ATTENTION” in red letters is the flag to the filer that clicking [Next] (see note below) will file a given document with the Court. An e-mail will be generated and sent to all electronic filing parties in a case at the submission of this screen.

🎵 **Note:** To abort or restart the transaction, click [Bankruptcy] on the CM/ECF Main Menu Bar. Although this can be done at any time, this is your last opportunity to change the event.

If the final docket text is correct, click on the [Next] button to continue.

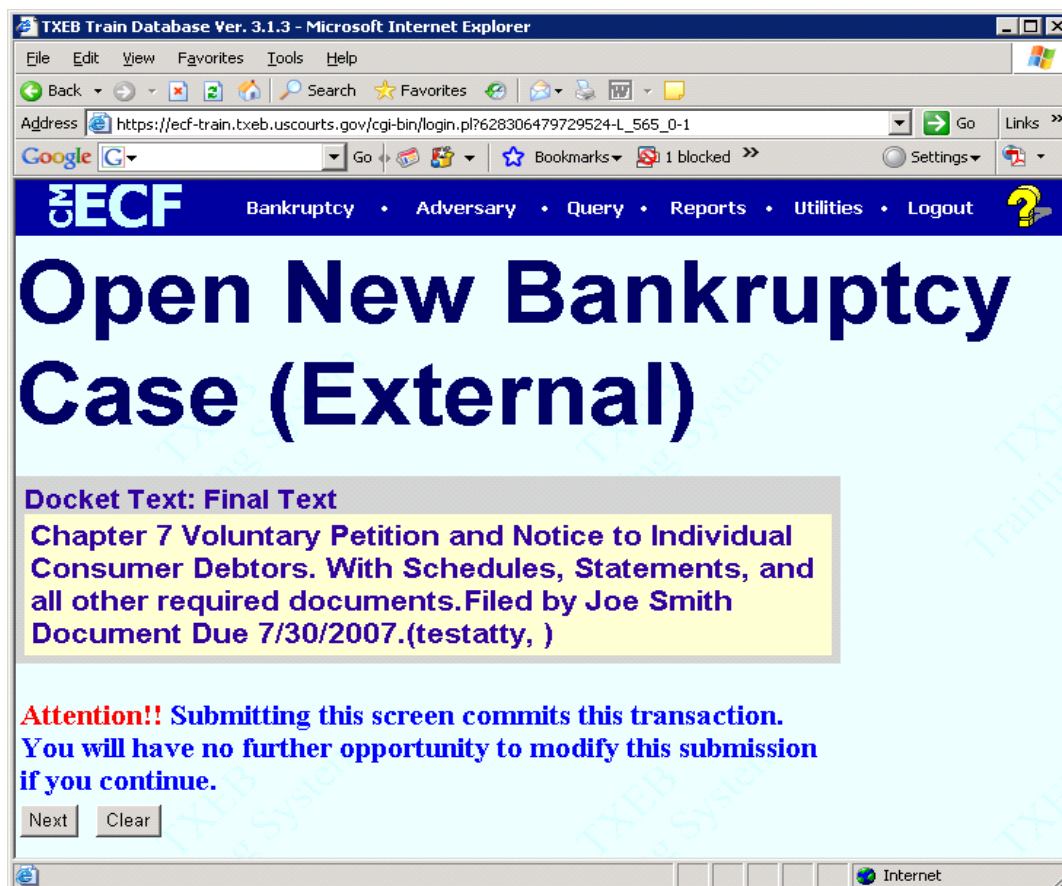


Figure 9

(Step 12) **The Notice of Electronic Filing** screen is then generated (Figure 10) . The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database and certifies that the petition is now an official Court document. The Notice of Electronic Filing is the equivalent of a file marked copy in the "paper world". It can be saved as a text document, a pdf, or printed.

♪ **Note: Remember to mail the appropriate Declaration For Electronic Filing to the Court at this time. See Local Rules for details. (Appendix 5005)**

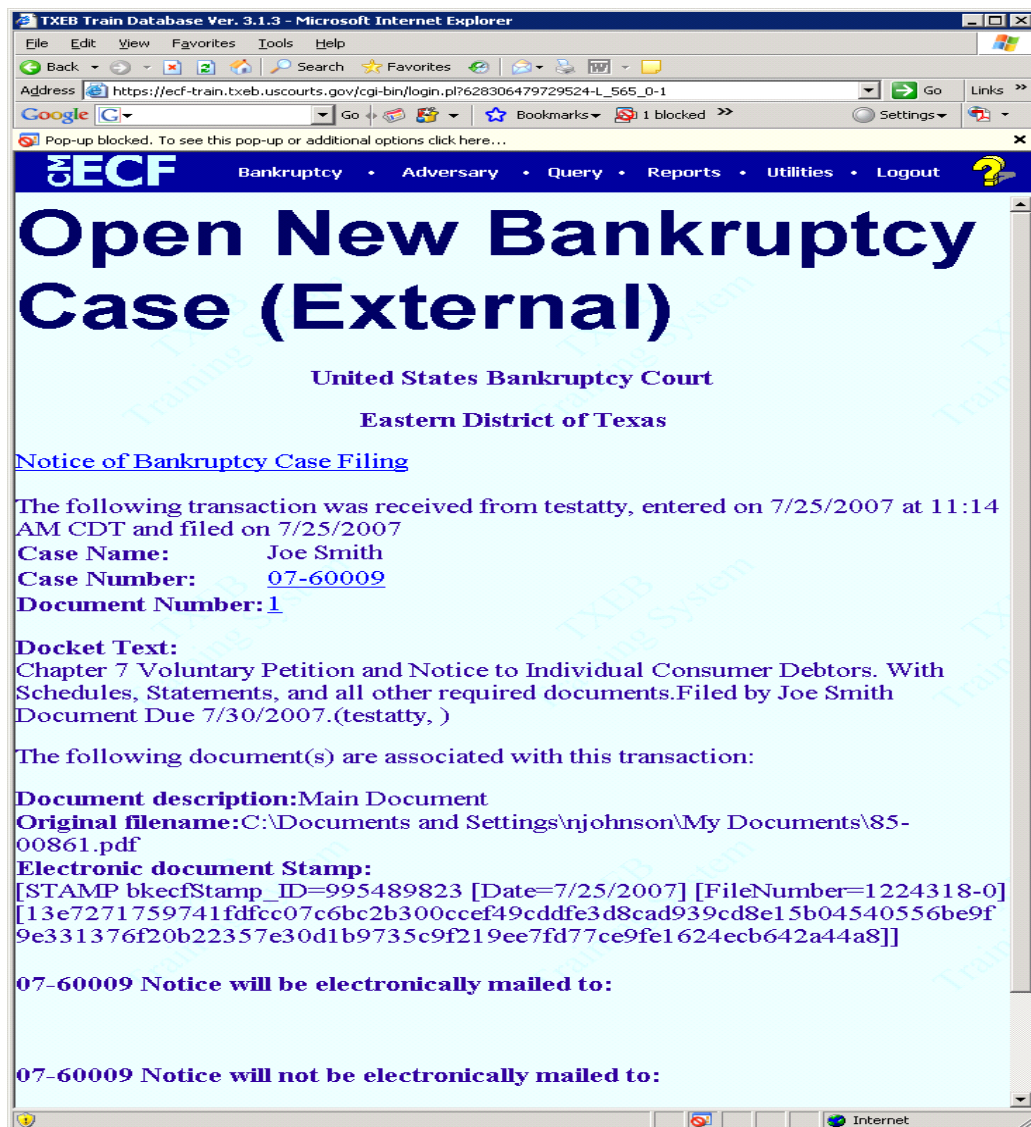


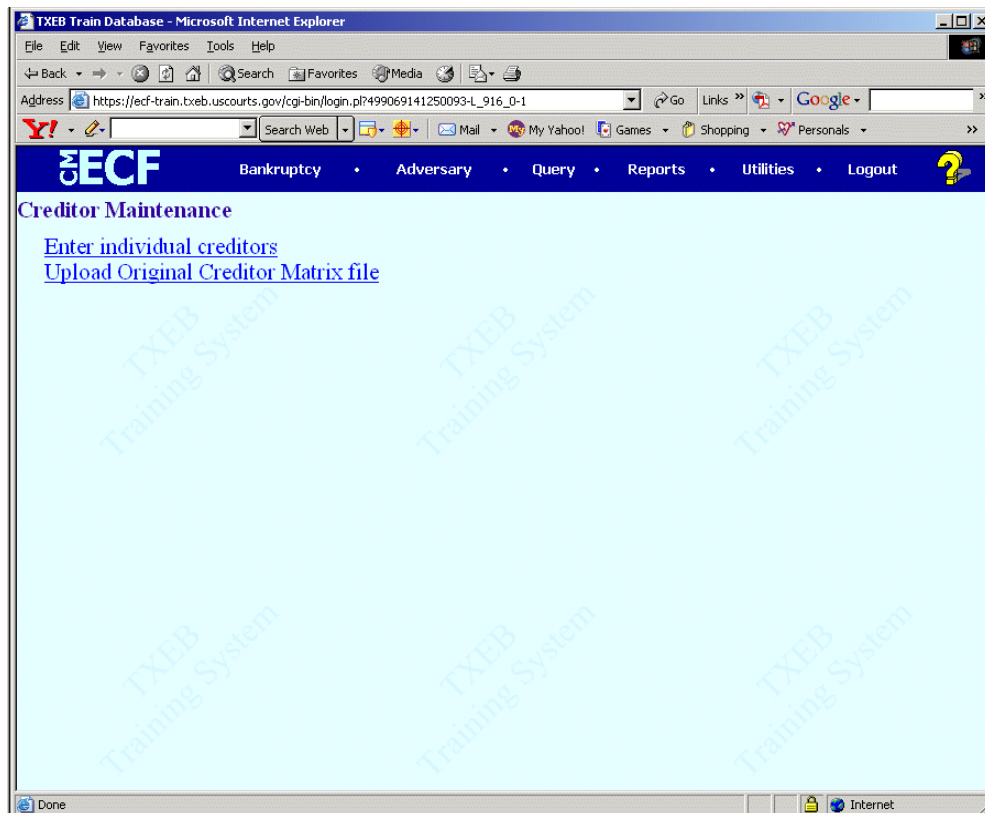
Figure 10

Uploading a Matrix

Repeat Steps 1-4

- (1) Create Document
- (2) Save as text document (the one exception to saving as a pdf)
- (3) Log In to System
- (4) Select Bankruptcy from Main Menu Bar

(Step 5) **Sub-Menu Categories** Choose the Creditor Maintenance option. Click Upload Original Creditor Matrix file. (Step 6) Enter the **case number** on the next screen.



(Step 7) **does not apply** to this exercise. (Step8) **PDF's** Click the Browse button and find the mailing matrix. Open to ensure correctness of document and insert into the empty field. This is the only time a text document will be submitted to the Court. An amended matrix will be submitted as a pdf. Click [Next].

♪ **NOTE: THE ORIGINAL MATRIX IS SAVED AND UPLOADED AS A TEXT DOCUMENT ONLY!!!!**

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?499069141250093-L_916_0-1 Go Links Google

Search Web Mail My Yahoo! Games Shopping Personals

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Load Creditor Information

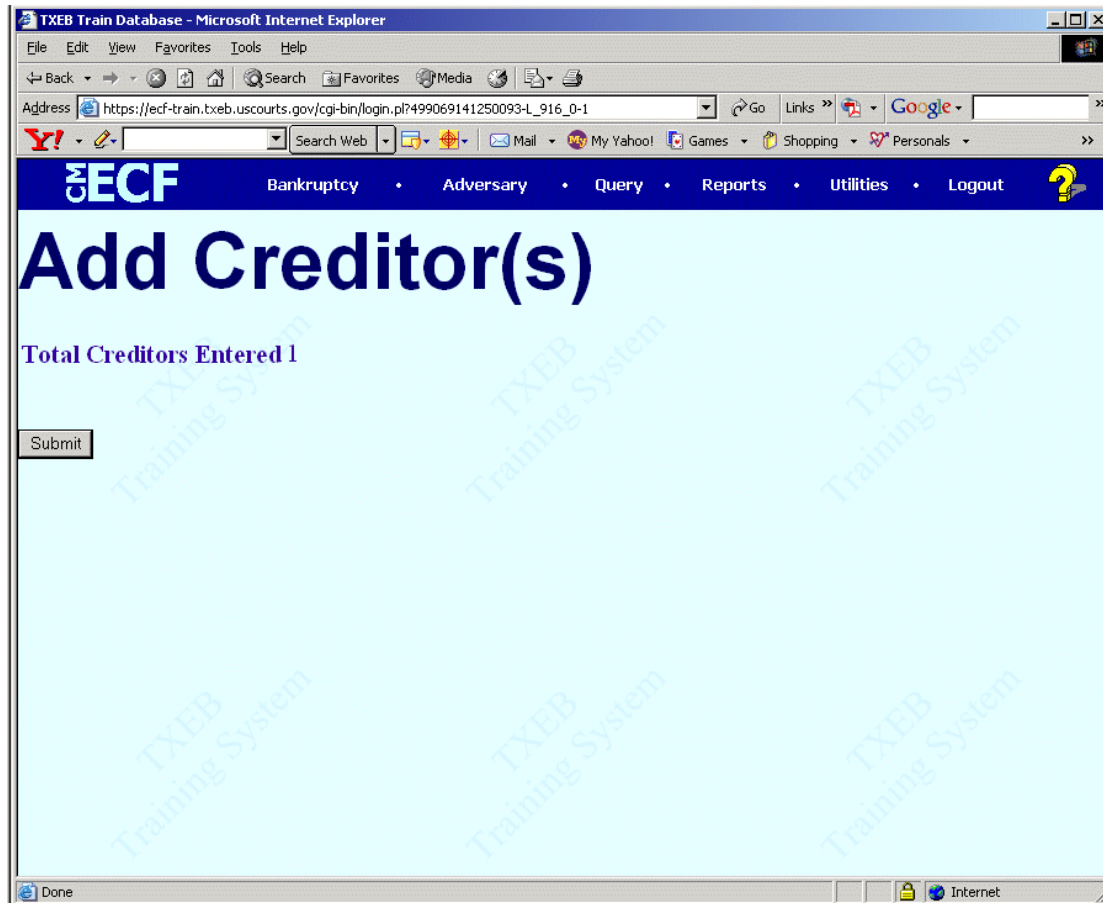
Case 02-62508 already contains creditors!
Case number 02-62508

Enter name of file and click on Next
Example: c:\creditor.scn Browse...

Next Clear

Done Internet

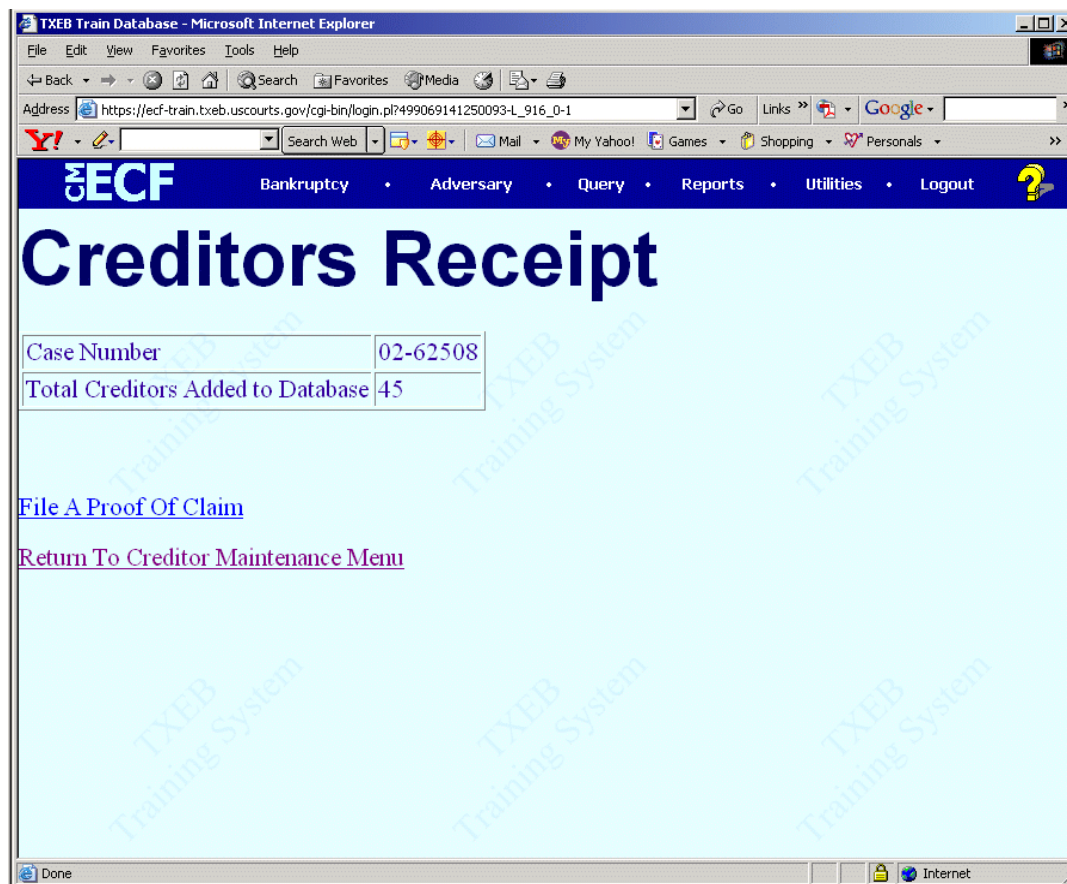
The screen below should indicate a number of Total Creditors Entered. Click [Submit].



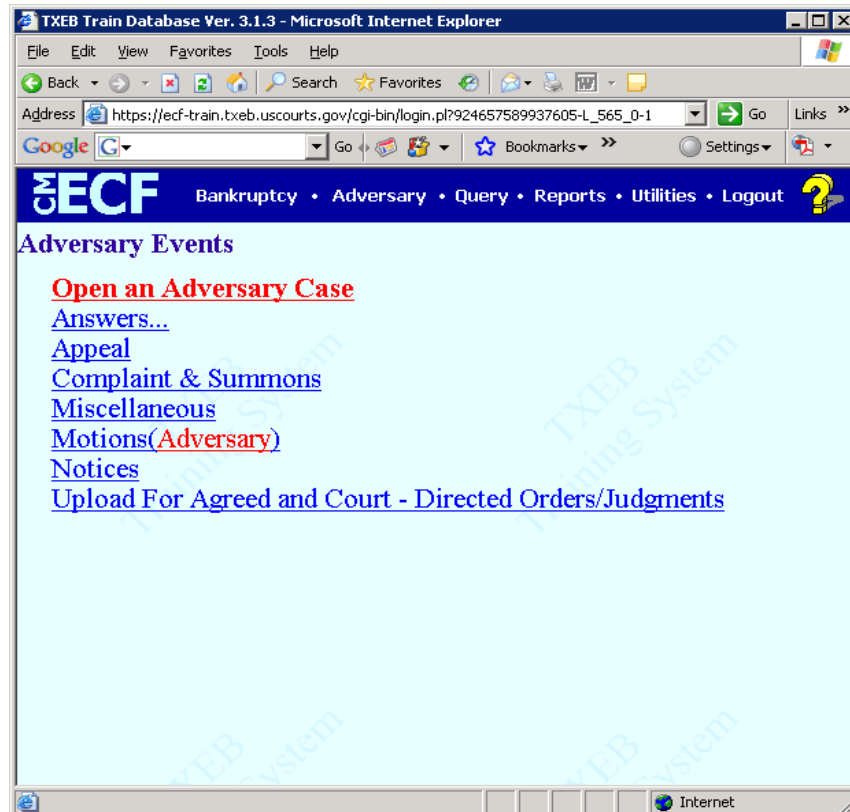
The screen below will appear. The matrix is now uploaded into the Court's database. Unlike other transmissions to the Court, a notice of electronic filing will not be created for the external user.

Steps 9-12 **do not apply** to this exercise.

Finally, click Bankruptcy, Miscellaneous, and Matrix(Uploaded Electronically) to indicate to the Court that a matrix has been uploaded. No pdf is required. Simply follow the screens.



B. OPENING A NEW ADVERSARY PROCEEDING



- **Repeat Steps 1-3** (Create Pleading/Print to PDF File/Log In To CM/ECF)
- Click on **Adversary** on the CM/ECF Main Menu Bar
- Select **Open an Adversary Case (Figure 11)**
- Select Appropriate **“Office”** (Division)
- **Case Type** (defaults to “ap” - accept default)
- **Complaint** - system defaults to “yes”
- Click [Next]

Figure 11

The screenshot shows a Microsoft Internet Explorer window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays the URL "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1". A yellow pop-up blocked message is visible below the address bar. The main content area has a blue header with the "ECF" logo and navigation links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". The main heading is "Open Adversary/MP Case". Below this, there are several form fields: "Office" with a dropdown menu showing "Not Used", "Case type" with a dropdown menu showing "ap", "Date filed" with the text "7/25/2007", and "Complaint" with a dropdown menu showing "y". At the bottom of the form are two buttons: "Next" and "Clear". The status bar at the bottom of the browser window shows "Internet".

TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1 Go Links

Google Go Bookmarks 1 blocked Settings

Pop-up blocked. To see this pop-up or additional options click here...

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Office

Case type

Date filed 7/25/2007

Complaint

Next Clear

Internet

The **Party Search** screen appears (Figure 12)

Search for the Plaintiff(s) by name or social security number.

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?924657589937605-L_565_0-1". The page features a blue header with the "ECF" logo and navigation links: "Bankruptcy • Adversary • Query • Reports • Utilities • Logout". A large blue banner reads "Open Adversary/MP Case". Below this, a section titled "Search for a plaintiff" contains input fields for "SSN", "Tax Id", "Last/Business name", "First Name", and "Middle Name". At the bottom of this section are "Search" and "Clear" buttons. A faint "TXEB Training System" watermark is visible across the page.

Search for a plaintiff	
SSN	<input type="text"/>
Tax Id	<input type="text"/>
Last/Business name	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

Figure 12

The Search Results screen appears (Figure 13).

♪ Note:

If the designated party was already in the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation you would select the party by highlighting the name with your mouse and click [Select Name From List].

If the designated party was not found, click on [Create New Party]

Figure13

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?884943284417492-L_565_0-1". The page features a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area is titled "Search for a plaintiff" and contains input fields for SSN, Tax Id, Last/Business name, First Name, and Middle Name. Below these fields are "Search" and "Clear" buttons. The "Party search results" section displays the message "No person found." and a "Create new party" button. The page is watermarked with "TXEB Training System".

- ➔ Enter the Plaintiff's **Name**
- ➔ Click the **Role in Bankruptcy Case** and select the role.
- ➔ Click on the [**Attorney**] button on the Party Information screen
(The plaintiff's attorney **MUST** add himself/herself to the system when filing an adversary proceeding). This is an exception. In all other circumstances the system will "know" your identity by the act of logging into CM-ECF.

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?884943284417492-L_565_0-1". The page features a blue header with the "ECF" logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Logout, and a help icon. The main content area is titled "Plaintiff Information" and contains a form with the following fields:

Last name	<input type="text"/>	First name	<input type="text"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
SSN	<input type="text"/> 222-11-1234	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text"/>	State	<input type="text"/>
County	<input type="text"/>	Zip	<input type="text"/>
Country	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

Below the form fields, there is a "Party text" field and a "Role in Bankruptcy Case" dropdown menu. At the bottom, there are four buttons: "Attorney...", "Alias...", "Corporate parent...", and "Review...". A note states: "Add all attorneys, aliases and corporate parents before clicking the Submit button." At the very bottom, there are "Submit", "Cancel", and "Clear" buttons.

The **Attorney Search** screen (Figure 14) allows you to search for an attorney record by Bar Id
Id Debtor Last Name

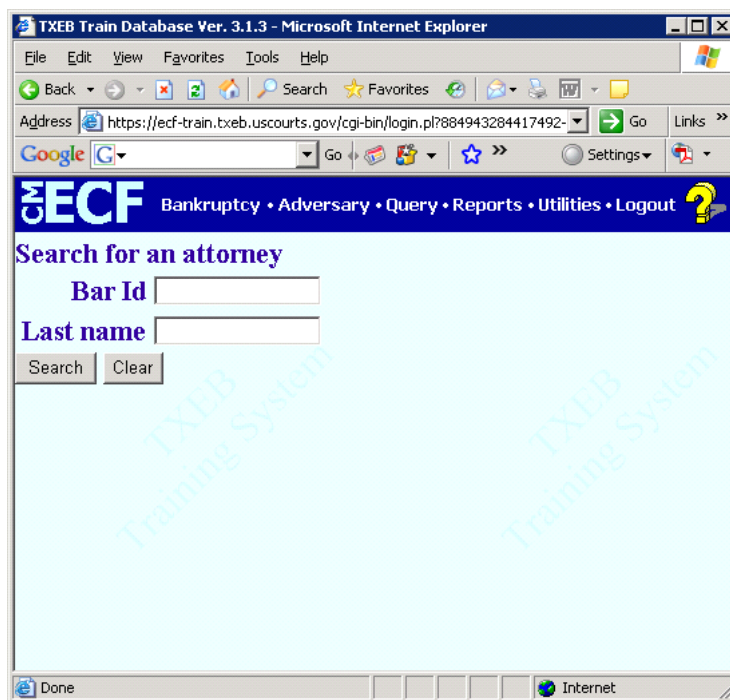


Figure 14

The **Attorney Search** results (Figure 15) will display all matches for the search clue. If your name appears, simply highlight it with your mouse and click on [Select Name From List] or select [Create New Party] if no matches were found.

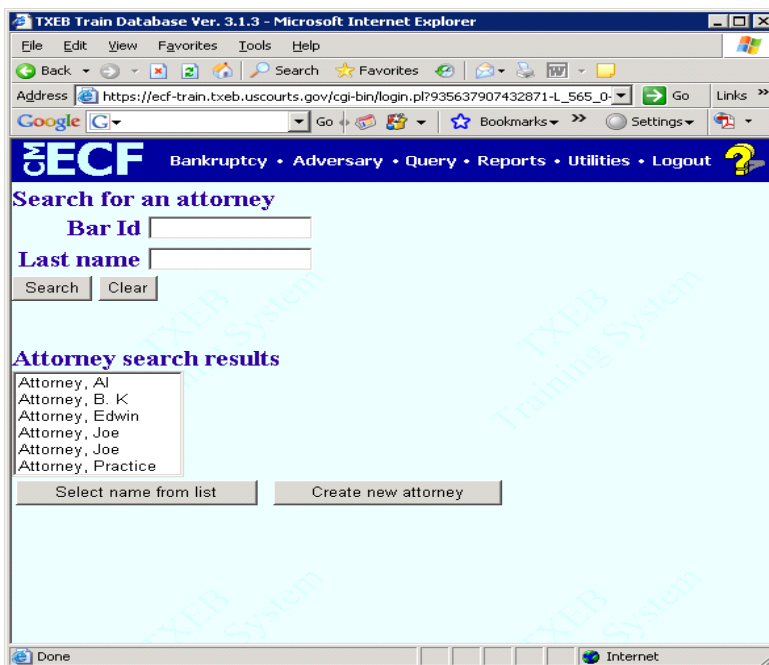


Figure 15

The **Attorney Information** screen appears: (Figure 16)
Fill in appropriate information and click [Add attorney].

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?935637907432871-L_565_0-1". The page features a blue header with the "ECF" logo and navigation links: "Bankruptcy • Adversary • Query • Reports • Utilities • Logout". A yellow question mark icon is also present.

The main content area is titled "Attorney Information (Party debtor,)". It contains a form with the following fields:

- Last name:
- First name:
- Middle name:
- Generation:
- Title:
- Bar Id:
- Office:
- Address 1:
- Address 2:
- Address 3:
- City:
- State:
- Zip:
- Country:
- Phone:
- Fax:
- E-mail:
- Lead attorney:

At the bottom of the form are three buttons: "Add attorney", "Cancel attorney", and "Clear".

Below the buttons, a message reads: "Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party."

The browser's status bar at the bottom shows "Done" and "Internet".

Figure 16

The **Party Information** screen appears (Figure 17) . At this time you could click on the [Review] button to verify the information or click on [Submit].

When the Party Information screen appears again (Figure 18) , continue to add parties (i.e., additional plaintiffs or defendant, etc.). Once completed, click [Submit].

🎵 **Note: Do not add an attorney for the Defendant(s).**

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?935637907432871-L_565_0-1". The page features a blue header with the "ECF" logo and navigation links: "Bankruptcy • Adversary • Query • Reports • Utilities • Logout". A yellow question mark icon is also present.

The main content area is titled "Plaintiff Information" and contains the following fields:

- debtor SSN:Unknown
- Office
- Address 1
- Address 2
- Address 3
- City
- State
- Zip
- County
- Country
- Phone
- Fax
- E-mail

Below these fields are:

- Party text
- Role in Bankruptcy Case

At the bottom, there are four buttons: "Attorney...", "Alias...", "Corporate parent...", and "Review...". Below these are three buttons: "Submit", "Cancel", and "Clear".

A note on the right side of the form states: "Add all attorneys, aliases and corporate parents before clicking the Submit button."

Figure 17

The screenshot shows a Microsoft Internet Explorer window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar displays the URL "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?935637907432871-L_565_0-1". The page features a blue header with the "ECF" logo and navigation links: "Bankruptcy • Adversary • Query • Reports • Utilities • Logout". A yellow question mark icon is also present. The main content area has a light blue background and displays the title "Open Adversary/MP Case" in large, bold, dark blue text. Below this, a section titled "Search for a plaintiff" contains several input fields: "SSN", "Tax Id", "Last/Business name", "First Name", and "Middle Name". There are "Search" and "Clear" buttons below the name fields, and an "End plaintiff selection" button below the SSN field. The status bar at the bottom shows "Done" and "Internet".

TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?935637907432871-L_565_0-1 Go Links >>

Google G Go Bookmarks >> Settings >

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Search for a plaintiff

SSN Tax Id

Last/Business name

First Name

Middle Name

Search Clear

End plaintiff selection

Done Internet

Figure 18

An Adversary Statistical screen appears (Figure 19)

- For **Party Code** make the appropriate selection
1. U. S. is a Plaintiff
 2. U. S. is a Defendant
 3. U. S. Not a Party in the Case (DEFAULT)

→ Select **Nature of Suit**

🎵 **Note:** When selecting the Nature of Suit, if the complaint alleges multiple claims for relief and if one is a §727 Objection to Discharge, always select “424 (OBJ/Revocation Discharge 727) as the Primary Nature of Suit.

→ **Rule 23 / Jury Demand/Demand** - accept defaults

→ When this screen is correct , click [Next]

Figure 19

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar shows "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?935637907432871-L_565_0-1". The page has a blue header with "ECF" and navigation links: "Bankruptcy • Adversary • Query • Reports • Utilities • Logout". The main heading is "Open Adversary/MP Case". Below this, there are several form fields:

Party code	3 U.S. not a Party	Primary nature of suit	11 (Recovery of money/property - 542 turnover of property)
Rule 23 (class action)	n	Second nature of suit	none
Jury demand	None	Third nature of suit	none
Demand (\$000)		Fourth nature of suit	none
State law	n	Fifth nature of suit	none

At the bottom left, there are "Next" and "Clear" buttons.

🎵 **Note:** The system will automatically make an entry into the legal case as to the filing of an adversary proceeding. **All matters relating to**

the adversary case should be filed exclusively into the docket of the adversary **with exception** to an Application to Compromise Settlement Agreement and a Motion to Defer Payment. (these two pleadings are always filed in the legal case)

Related Cases screen appears (Figure 20)

- Enter the **Lead Bankruptcy Case Number** in yy-nnnnn format (i.e., 04-10001)
- Select the default of Adversary as the **Association Type**
- Click [Next] to continue

TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?935637907432871-L_565_0-1 Go

Google Go Bookmarks Settings

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Add Associated Cases

Member case number

Lead case number

Association type

Next Clear

Done Internet

Figure

re 20

🎵 **Note:** (Step 6 & 7 do not apply for this exercise)

The PDF Document selection screen appears (Figure 21)

(Step 8) This screen will appear repeatedly regardless of what is being filed with the Court. Think of it as the “browse screen”. Click the Browse bar and locate the folder where the pdf has been saved. Highlight the pdf file name; right clicking of the mouse will allow the pdf to be opened and reviewed. It is important in the beginning to review all pdf’s before submitting to the Court to ensure its correctness.

♪ **Note:** A Civil Cover Sheet and **one (1) summons per defendant must be submitted as attachments to the complaint - (III(A) (9) of Appendix 5005**

Figure 21

TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?935637907432871-L_565_0-1 Go Links

Google G Go Bookmarks Settings

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

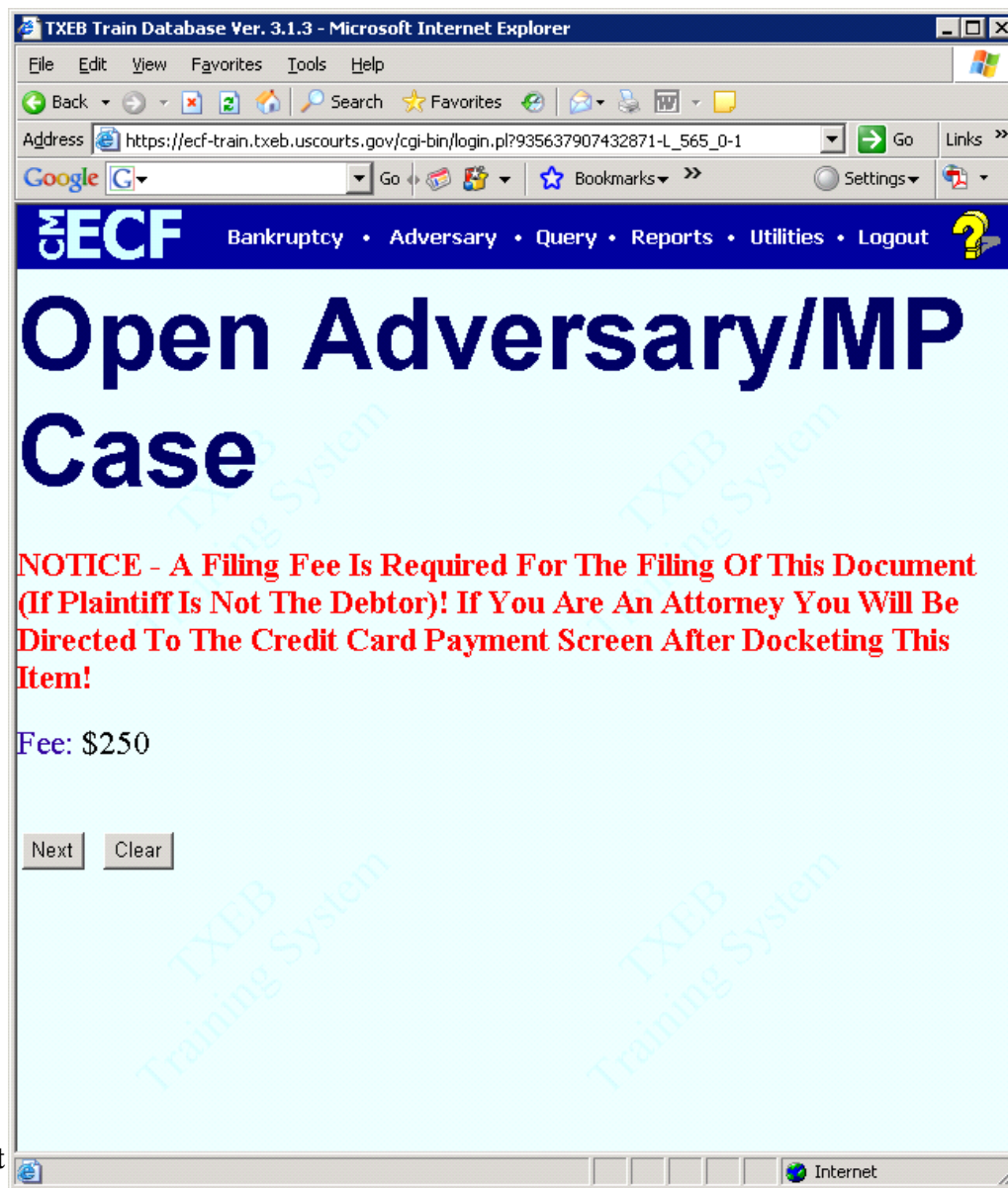
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Done Internet

→ Click [Next] to continue



Fig

ure 22

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nal

Review LAST CHANCE TO BACK OUT! “ATTENTION” in red letters is a flag to the filer that clicking [Next] will file a given document with the Court. An e-mail will be generated and sent to all electronic filing parties in a case at the submission of this screen.

Click [Next].

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?394678205791804-L_916_0-1 Go Links

Google Search Web 2231 blocked AutoFill Options

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Docket Text: Final Text

424 (Obj/Revocation Discharge 727): (Adversary Case Number)
Complaint 426 424 (Obj/Revocation Discharge 727) filed by sdsds
against uyuyu Filing Fee: 150.00 (Lively (1), Bill)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Done Internet

(Step 12) **Notice of Electronic Filing** (Figure 23) This screen is the equivalent of a file marked copy in the “paper world”. It can be saved as a text document, a pdf, or printed.

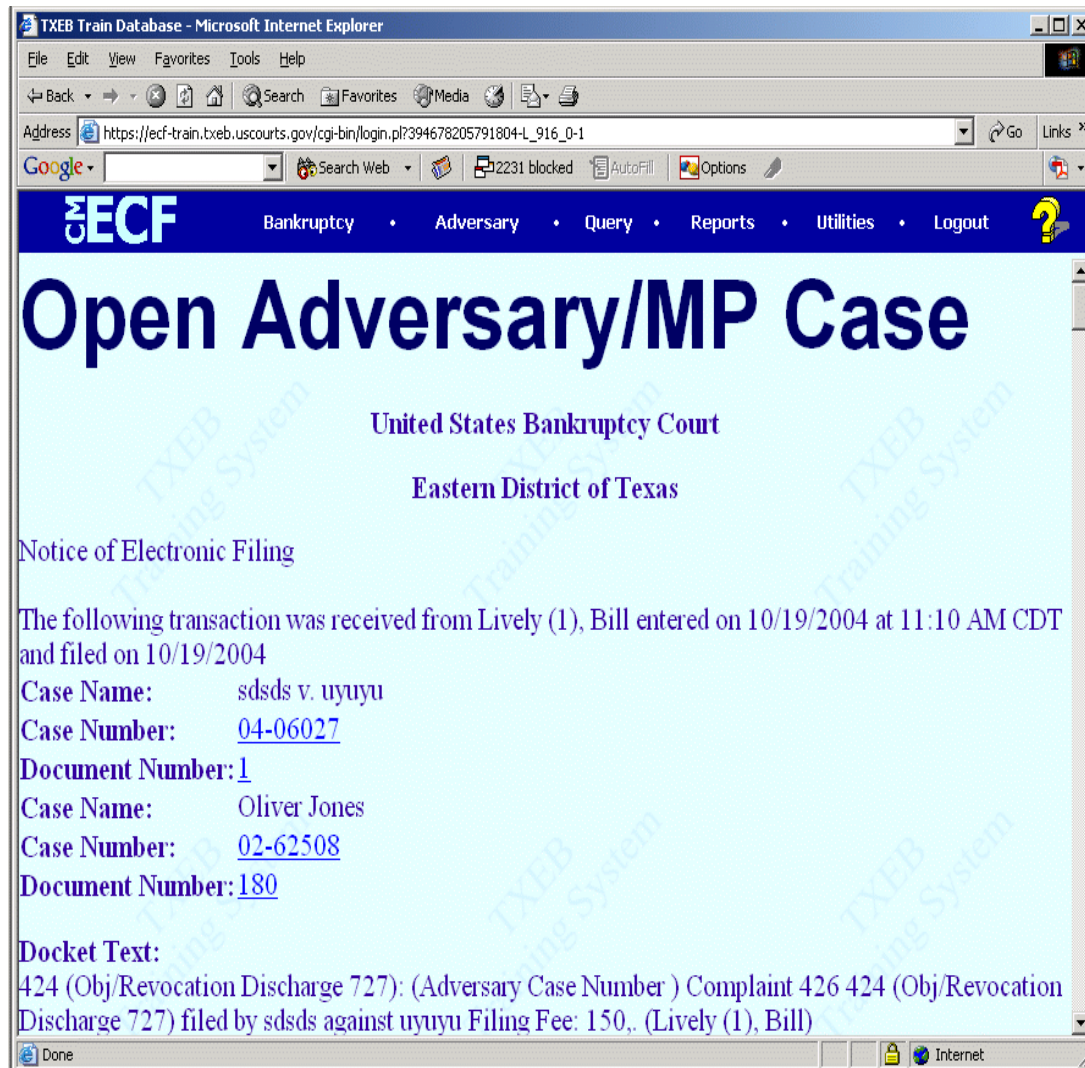


Figure 23

AMENDED COMPLAINTS, ANSWERS, COUNTERCLAIM, CROSSCLAIM, THIRD PARTY COMPLAINT & AMENDED ANSWERS

- ➔ To file an AMENDED COMPLAINT, select the event “Amended Complaint” in the “Complaint & Summons” category and file in the same manner you would file any other document in the ECF system.
- ➔ To file an ANSWER TO COMPLAINT, CROSSCLAIM or THIRD PARTY COMPLAINT, select the “Answer” category and “complaint, 3rd, cross, counter”. Only select the pleading(s) to which the answer being filed responds to.
- ➔ COUNTERCLAIMS, CROSSCLAIMS & 3RD PARTY COMPLAINTS may be filed as part of the initial answer to an initial complaint. They may not be filed as part of an AMENDED answer.
- ➔ AMENDED ANSWER TO COMPLAINT - the CM/ECF program is designed to keep up with the filing of an answer to complaint so that defaults can be tracked. Consequently, it permits only ONE answer for a defendant to be matched to the complaint. Once a complaint has been answered by a party, a user attempting to file another answer for the same party will receive a warning that there are “no unanswered complaints”, therefore, the AMENDED ANSWER event is set up in the “Miscellaneous” sub-category under the Adversary menu.

C. FILING A MOTION

Key to Success: All motions are constructed exactly in the same manner. Therefore, being able to file one motion gives one the knowledge to file any motion!

Follow the 12-Step Program...

(Step1) **Create the document**

(Step 2) **Print to PDF.** We recommend the purchase of Adobe Acrobat. The current price is approximately \$300.00.

(Step 3) **Log in,**

(Step 4) Click **Bankruptcy or Adversary,**

(Step 5) From the Bankruptcy/Adversary Event Menu - select **Motions/Applications**

(Step 6) Enter the **case number** and click [Next]. Verify Debtor's Name. A drop down menu will appear. All menus in CM-ECF are alphabetized. One can scroll down using the down arrow, grab the scroll bar or by using a key stroke (such as typing "r" on the keyboard to find "relief from automatic stay"). Choose the type of desired motion, i.e., Relief From Stay.

(Step 7) **Parties** - Choose from the existing parties or create new party. When creating a new party a search must be performed. If that party is not found the filer will be prompted a second time to create new party. **IMPORTANT:** On the following screen **DO NOT** fill in an address for the new party. Simply change the Role from debtor to the correct identification if the filer is someone other than the debtor. Click [Submit]. The next screen will automatically have the newly created party highlighted. Click [Next]. A screen will appear stating: The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case:
YYY Auto Parts, (cr:cr) represented by Lively , Bill (397)(aty)

Click the box that will appear to the left of the creditor. In this case that would be YYY Auto Parts. The system knows the attorney filer by their login. By making the association all correspondence for that creditor will be directed to the attorney at their physical address. Click [Next]

(Step 8) **PDFs** - Think of this as the browse screen. Click [Browse] and find the pdf saved on your computer. After verifying the pdf as the desired document, open the pdf and this will insert the pdf file name into the empty field. Below the field is a statement:

Attachments to Document: No Yes

It defaults to [No]. Change it by clicking [Yes] and then [Next].

♪ **Note:**

**ALL PROPOSED ORDERS ARE ATTACHED AS
SEPARATE PDF'S TO EVERY MOTION FILED IN
THE EASTERN DISTRICT**

♪ **Note:**

Certificates of Service are submitted as part of the motion (the main pdf) and should be the last pages of the motion.

If attachments are being submitted, three steps are required on the attachment screen (Figure 24)

- ➔ Click [**Browse**] and open the proposed order.
- ➔ Then under **Type** choose **Proposed Order**. No text is necessary under Description. Filing an exhibit is one of the few times when both Type and Description fields will contain text, i.e., Exhibit.....Deed of Trust.
- ➔ Click [**Add to List**]. The Filename field will become empty again allowing more attachments to be added. There is no set limit. Be sure to limit documents to 40 pages or less. Pdf's should not exceed 2mg in size.
- ➔ Click [Next].

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?394678205791804-L_916_0-1 Go Links

Google Search Web 2241 blocked AutoFill Options

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:

[04-06027 sdsds v. uyuyu](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename

2) Select a document type and/or enter a description.
Type **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Done Internet

Figure 24

(Step 9) does not apply to this exercise

(Step 10) **Modify/Confirm Docket Text** (Figure 25) - A drop down menu appears before the word “Motion” to add such prefixes as Agreed, First, Second, etc. The field in white allows text to be inserted as necessary. Generally speaking, the filing of motions seldom require additional text.

The screenshot shows a Microsoft Internet Explorer window titled "TXEB Train Database - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?394678205791804-L_916_0-1". The page features a blue header with the "ECF" logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "File a Motion:" followed by the case identifier "04-06027 sdsds v. uyuyu". A yellow box contains the text "Docket Text: Modify as Appropriate." Below this, a dropdown menu is open, showing "Motion for Relief from Stay" selected. To the right of the dropdown is a text input field containing "With Waiver of 30-Day Hearing Requirement As To . Filing Fee: 150 Filed by YYY Auto Parts (Attachments: # (1) Proposed Order) (Lively (1), Bill)". At the bottom of the yellow box are "Next" and "Clear" buttons. The background of the page has a faint "TXEB Training System" watermark.

Figure 25

(Step 11) **Final Review** (Figure 26) Clicking [Next] will file the motion with the Court.

(Step 12) **Notice of Electronic Filing** the filer will be prompted to pay the filing fee now or continue, allowing payment to occur at a later time. This is helpful when filing multiple documents requiring fees. Fees can be made at any time through Utilities, Internet Fees Due. This screen is the equivalent of a file-marked copy in the “paper world”.

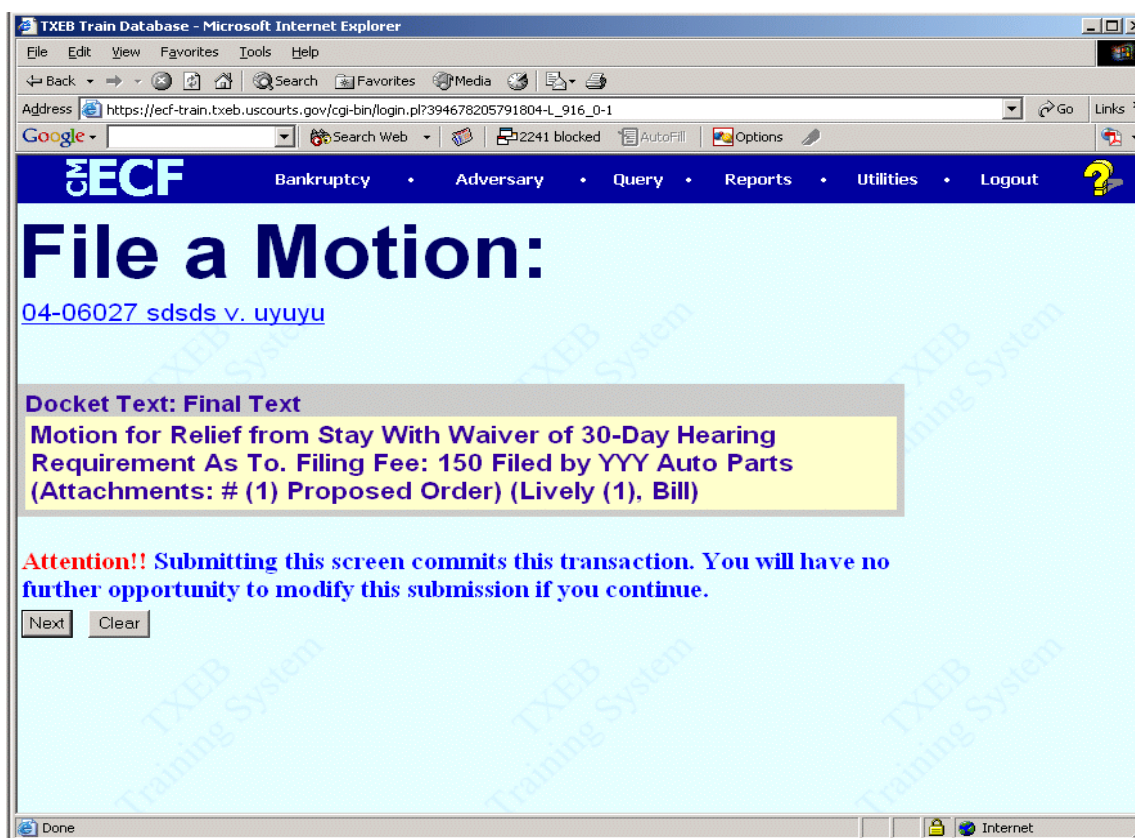
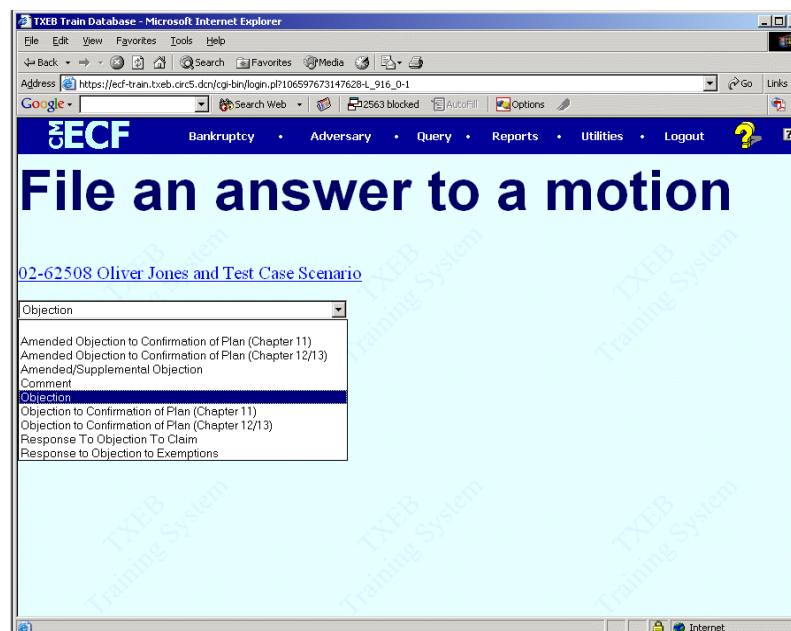


Figure 26

D. FILING AN OBJECTION TO A MOTION

- ➔ (Step 1) Create PDF
- ➔ (Step 2) Print to PDF
- ➔ (Step 3) Log In to CM/ECF
- ➔ (Step 4) From Main Menu, Select Bankruptcy or Adversary
- ➔ (Step 5) Under Bankruptcy Sub-Menu select [**Objection/Comment**]
You have (2) options:
 - (1) Reference An Existing Document (used when objecting to a motion or other pleading)
 - (2) Involuntary Answer to Involuntary Petition
Under Adversary Sub-Menu select [**Answers**]
You have (2) options:
 - (1) Motion/Application (used when objecting to a motion/application in the adversary proceeding)
 - (2) Complaint, 3rd, Cross & Counter (used when filing an answer to complaint, 3rd party complaint, cross-complaint or counter-complaint)
- ➔ (Step 6) Insert the **Case Number** . Click [Next]. A drop down menu will appear with several options (Figure 27). Choose [Objection].

Figure 27



(Step 7) **Parties** Choose the correct party or create a new party. If a new party is created the system will highlight that party within the party screen. Click [Next]. The next screen will ask the user to make the relationship between the new party and the filing attorney. Click the box and then [Next].

(Step 8) **PDF's** Click the browse bar, find and insert the corresponding pdf into the empty field. Click [Next].

♪ **Note:** PDF's can be viewed within a folder by highlighting, right clicking, and open. Once the pdf is highlighted, clicking open will insert the pdf into the empty field. Double clicking the pdf will also insert the pdf into the empty field on the "Browse Screen".

♪ **Note: IT IS HIGHLY RECOMMENDED YOU VIEW PDF'S BEFORE INSERTING THEM INTO THE EMPTY FIELD.**

(Step 9) **Related Documents** On the next screen (Figure 28), click the box to the left of "Refer to existing event(s)".

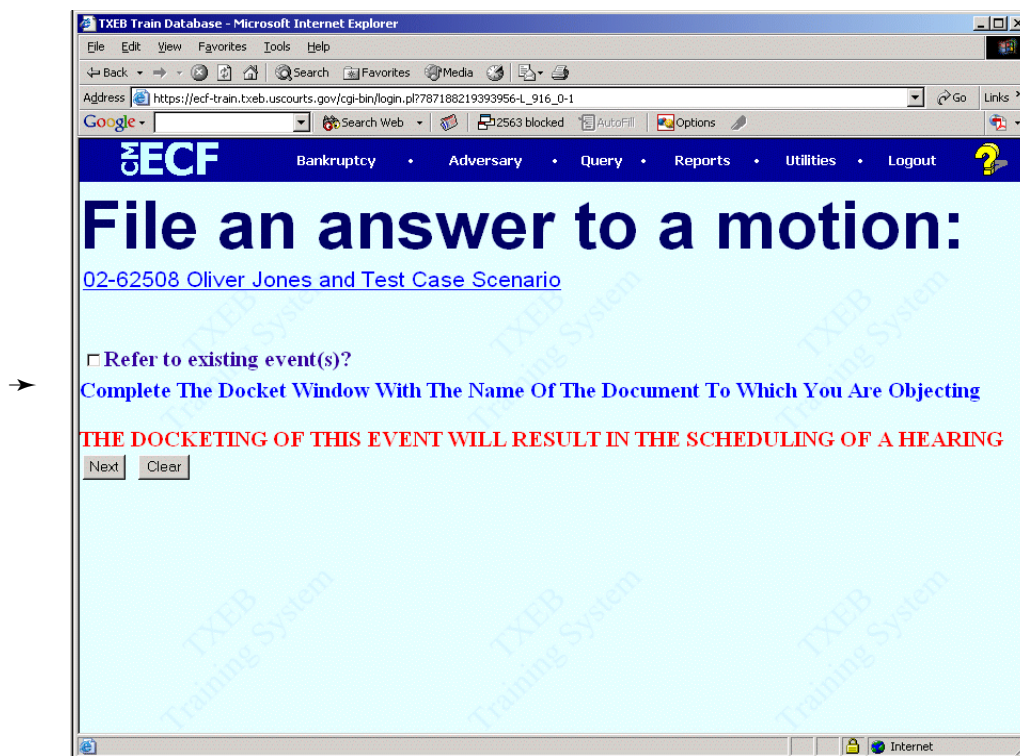


Figure 28

On the screen below (Figure 29), select the category to which you are objecting, i.e., motion and click [Next]. All motions in that case will appear on the next screen. Click the box to the left of the corresponding motion.

NOTE: IT IS IMPERATIVE THAT YOU LINK YOUR OBJECTION TO THE APPROPRIATE PLEADING.

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?787188219393956-L_916_0-1 Go Links

Google Search Web 2563 blocked AutoFill Options

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File an answer to a motion:

[02-62508 Oliver Jones and Test Case Scenario](#)

Select the category to which your event relates.

Type
answer
appeal
caseupld
claims
cmp
court
crdited
misc
motion

Next Clear

Done Internet

Figure 29

(Step 10) **Modify/Confirm Docket Text** A drop down menu of prefixes appears (Figure 30) before the word “objection”. Use as appropriate. An empty field appears after the word “objection”. Text of your choice can be entered as needed (See Note Below). Click [Next].

Note: It is not necessary to insert or “repeat” the title of the pleading you are objecting to because your objection has been linked to the applicable pleading (which will be green in the text). The final text should simply state “Objection Filed by MMM Auto Parts (RE: Related Document [187] Motion for Relief from Stay.....”

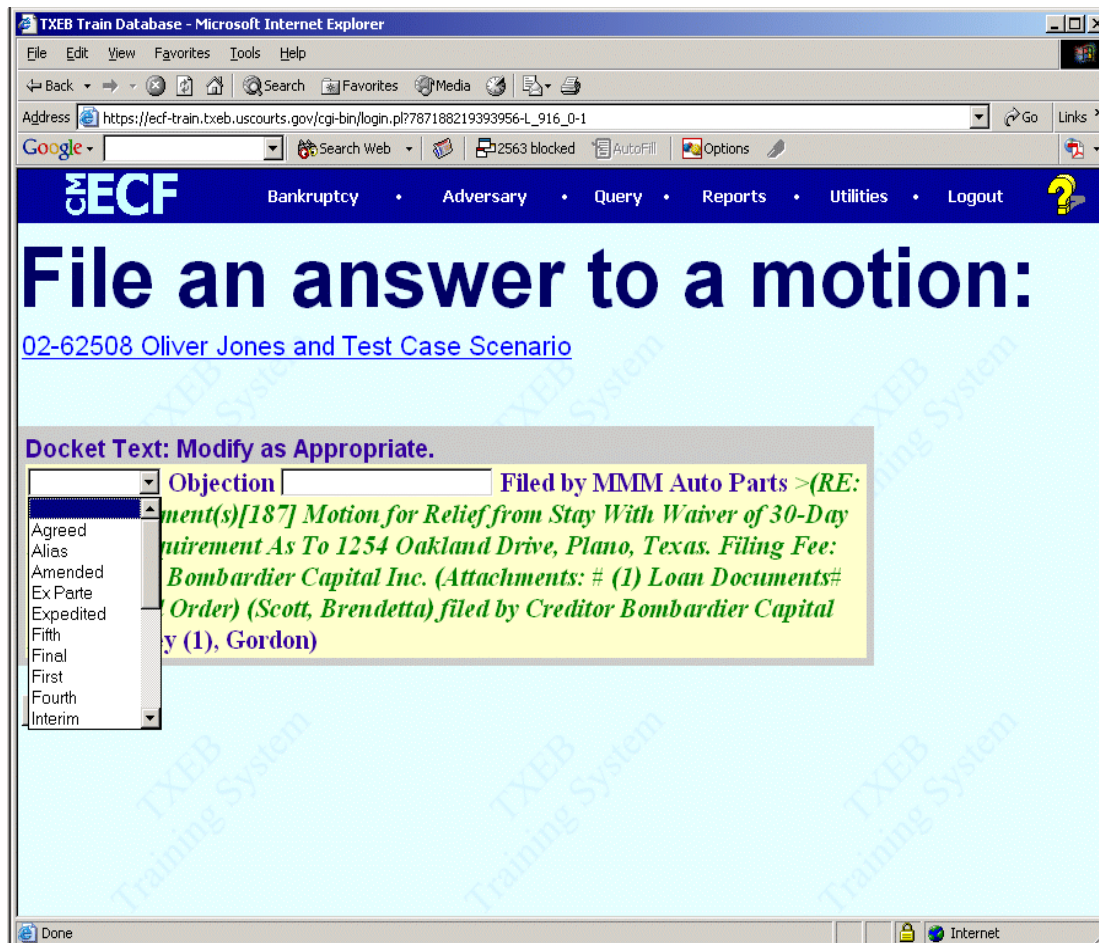


Figure 30

(Step 11) **Final Review** (Figure 31) The text on this screen is identical to Step 10. Clicking [Next] will commit this transaction to the court and will appear on the corresponding docket as filed.

(Step 12) **Notice of Electronic Filing** Remember, the last screen you see after completing the filing of a document is equivalent of a file-marked copy. You must decide how to save this information.

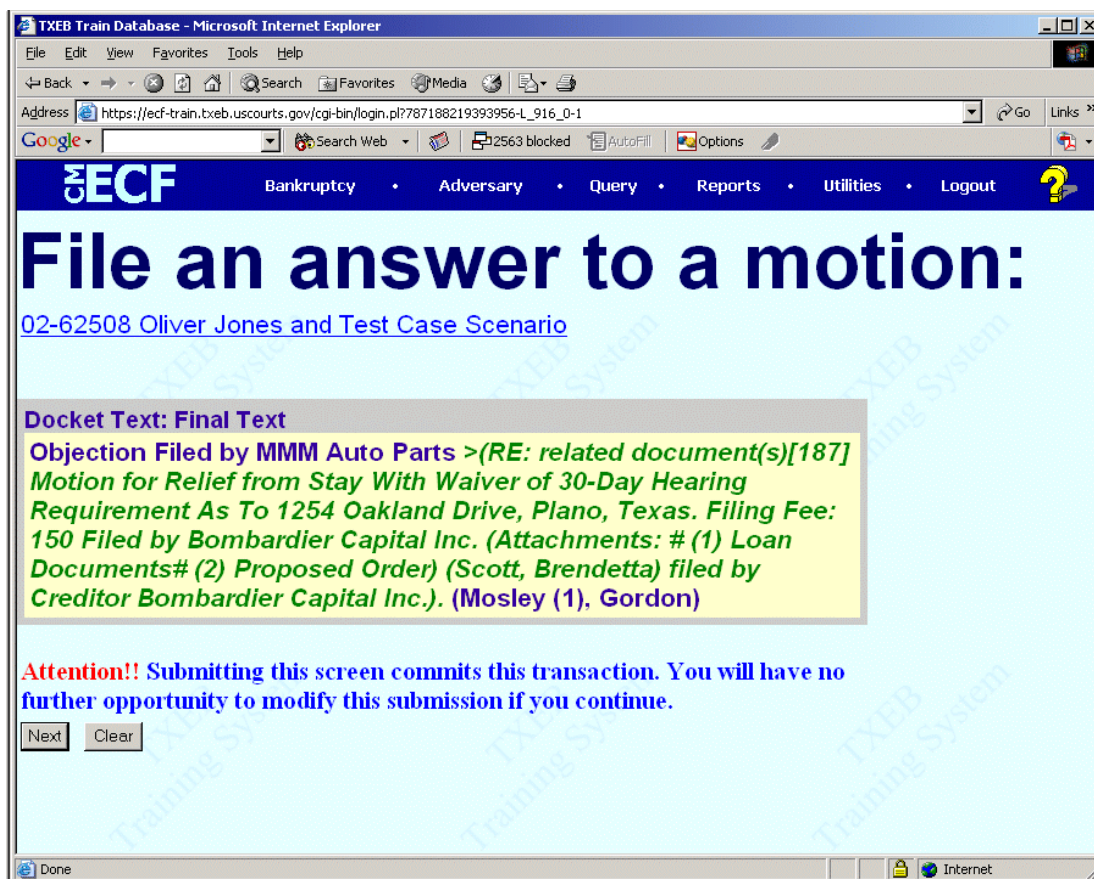


Figure 31

E. FILING A NOTICE OF APPEARANCE

Repeat Steps 1 through 6.

1. Create Pleading
2. Print to PDF File
3. Log In
4. Select Bankruptcy or Adversary From Main Menu
5. Select Applicable Sub-Menu Category [Notices]
6. Enter Case Number

Highlight Notice of Appearance from the drop down menu (Figure 32) and click [Next].

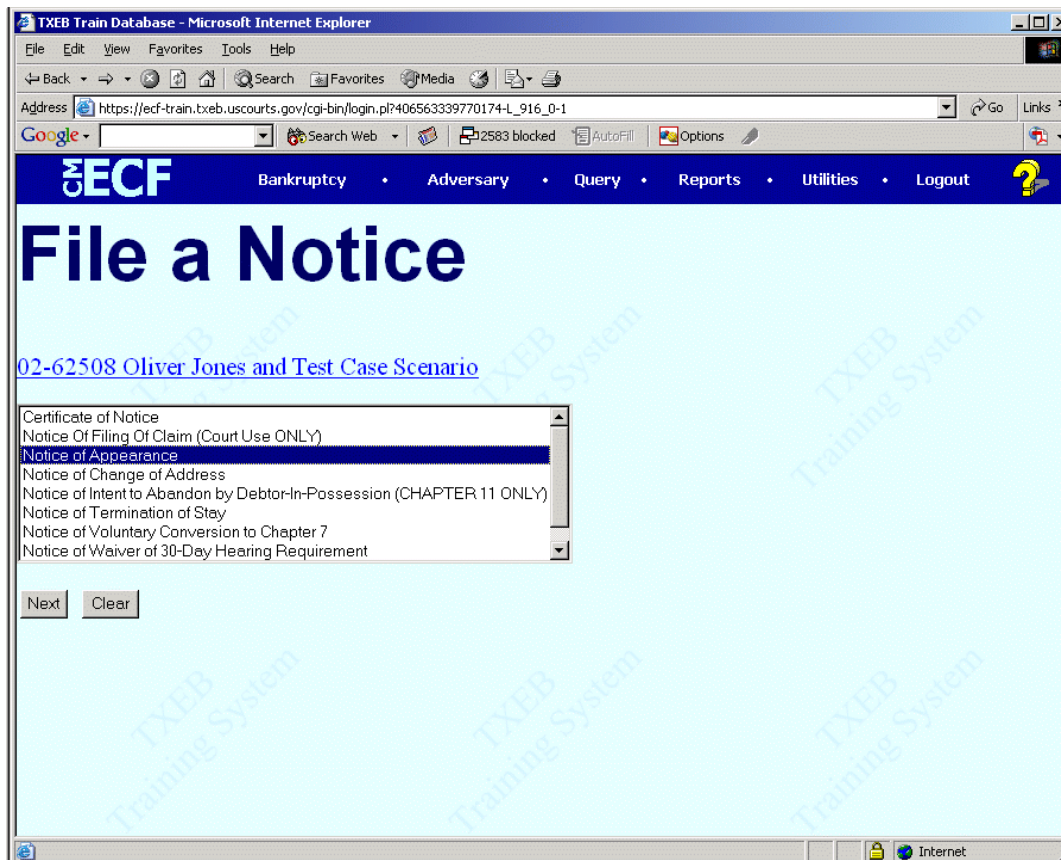


Figure 32

(Step 7) **Parties** Select from the list or create new party. When searching, if a party is not found, you will be prompted to “create new party”. The screen below will appear.

🎵 **Note:** Always insert c/o attorney’s name on address to ensure notice will be sent to the attorney’s address and not the physical address of the creditor. The Role Type must be changed from Debtor to Creditor (Figure 33)

Click [Submit]. The party will appear highlighted on the next screen.

The screenshot shows a web browser window titled "TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer". The address bar shows "https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1". The browser has a "Pop-up blocked" message. The main content area is titled "ECF" and includes a navigation bar with links: "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", and "Logout". Below this is the "Party Information" form. The form has the following fields and values:

Field	Value
Last name	ZZZ Auto
First name	
Middle name	
Generation	
Title	
SSN	222-11-1234
Tax ID	
Office	
Address 1	c/o Joe Attorney
Address 2	100 S. Broadway
Address 3	
City	Tyler
State	TX
Zip	75702
County	
Country	
Phone	
Fax	
E-mail	
Role	Creditor (cr:cr)
Party text	

At the bottom of the form are three buttons: "Submit", "Cancel", and "Clear". The browser status bar at the bottom shows "Done" and "Internet".

Figure 33

Figure

Click [Next]. On the screen below (Figure 34), check the box next to the creditor's name to make the association with the attorney within the database. Click [Next]

Note: Use the Certificate of Notice event when filing any “notice of” i.e., notice of rescheduled 341 hearing or notice of deposition.

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?406563339770174-L_916_0-1 Go Links »

Google Search Web 2583 blocked AutoFill Options

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Notice:

[02-62508 Oliver Jones and Test Case Scenario](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ XXXXXX Auto Parts, (cr:cr) represented by Mosley , Gordon (393)(aty)

Next Clear

Done Internet

Figure 34

(Step 8) **PDFs** Click browse, find and insert the correct pdf. The following screen below will appear (Figure 35) . Insert your name. Click [Next].

(Step 9) **Related Documents** Does not apply for this exercise.

(Step 10) **Modify/Confirm Docket Text** Additional text will rarely be necessary. Click [Next].

(Step 11) **Final Review** The text will appear again. Click [Next].

(Step 12) **Notice of Electronic Filing** The “file-marked” copy of the electronic world.

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?406563339770174-L_916_0-1 Go Links

Google Search Web 2583 blocked AutoFill Options

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Notice:

[02-62508 Oliver Jones and Test Case Scenario](#)

Enter Name of Attorney Making Appearance

Next Clear

Done Internet

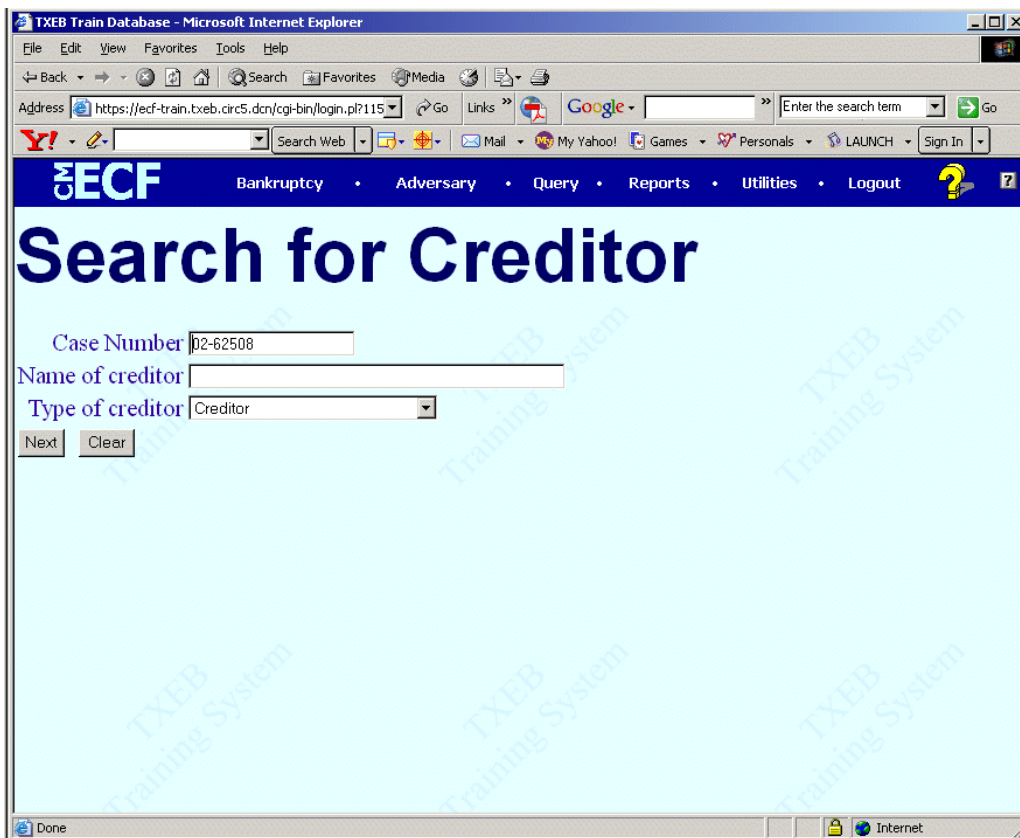
Figure 35

F. FILING A PROOF OF CLAIM

Repeat steps 1 through 5.

- (1) Create Document
- (2) Print to PDF
- (3) Log In to System
- (4) Select Bankruptcy from Main Menu Bar
- (5) Select “File a Claim” from Sub-Category Menu

(Step 6) **Parties** Enter the case number and the creditor.(Figure 36) Click [Next].



The screenshot shows a web browser window titled "TXEB Train Database - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.circ5.dcn/cgi-bin/login.pl?115". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Home, Search, Favorites, Media, and Print buttons. The search bar has "Google" as the engine and "Enter the search term" as the input. The main content area has a blue header with "ECF" and a navigation bar with links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the title "Search for Creditor" is displayed in large blue font. The form contains three input fields: "Case Number" with the value "02-62508", "Name of creditor" (empty), and "Type of creditor" with a dropdown menu showing "Creditor". There are "Next" and "Clear" buttons at the bottom of the form. A large, faint "TXEB Training System" watermark is visible across the page. The status bar at the bottom shows "Done" and "Internet".

Figure 36

If the creditor is not yet in the case, the screen below will appear. Click [Add Creditor] (Figure 37) and on the following screen click [Next].

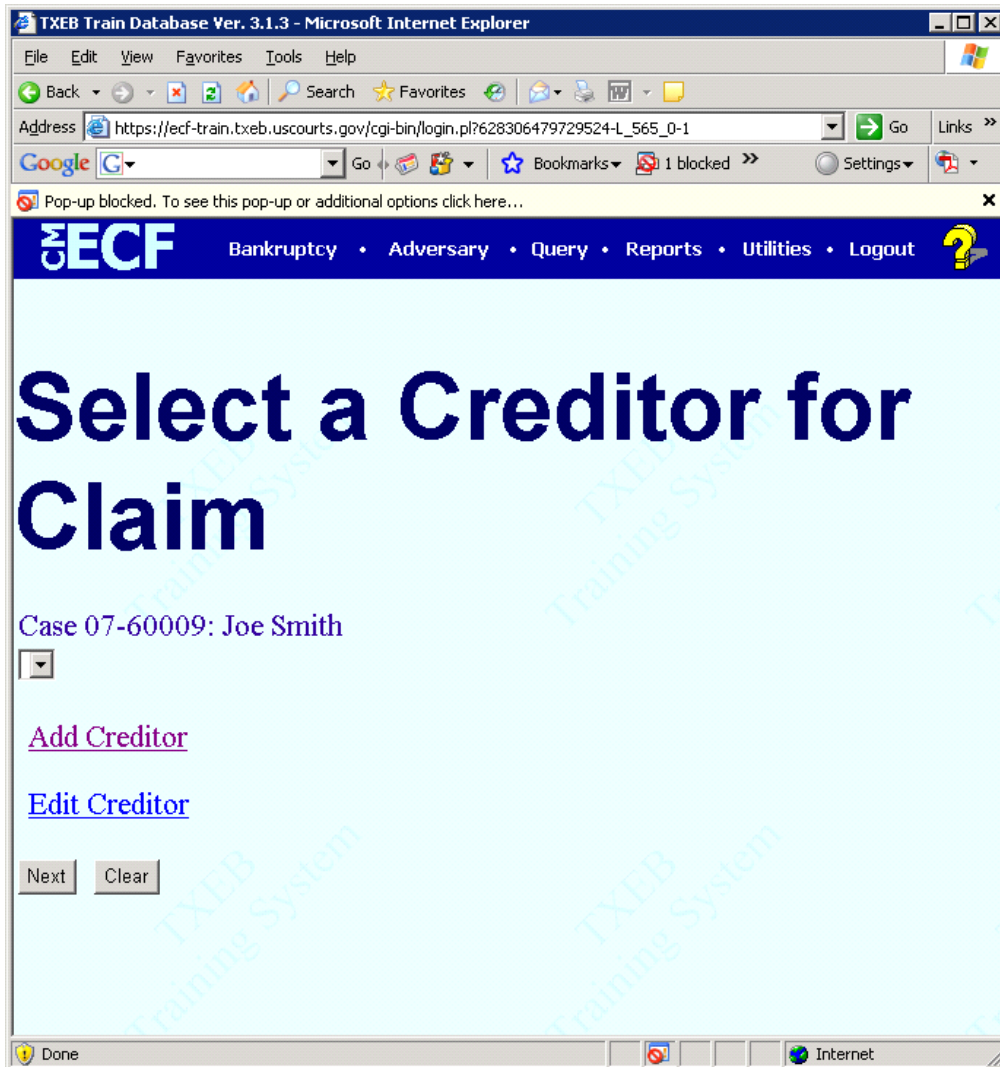


Figure 37

The screen below will appear. Insert the name and address of the creditor. Change the radio (Figure 38) button that defaults to “Continue To Enter” to “Last Entry”. Click [Next].

TXEB Train Database Ver. 3.1.3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address https://ecf-train.txeb.uscourts.gov/cgi-bin/login.pl?628306479729524-L_565_0-1 Go Links

Google Go Bookmarks 1 blocked Settings

Pop-up blocked. To see this pop-up or additional options click here...

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Add Creditor(s)

Case 07-60009 already contains creditors!

Case number 07-60009 Joe Smith

*Name may be 50 characters. Address may be 5 lines, 40 characters each.
More than one creditor may be entered. Separate creditors with a blank line.*

Name and Address

Creditor type Creditor

Creditor committee ☒ No ☐ Yes

Next Clear

Done Internet

The screen below should indicate the creditor was added to the case. Click [Submit].

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://ecf-train.txeb.circ5.dcn/cgi-bin/login.pl?115> Go Links

Search Web Mail My Yahoo! Games Personals LAUNCH Sign In

ECF Bankruptcy Adversary Query Reports Utilities Logout

Add Creditor(s)

Total Creditors Entered 1

Submit

Done Internet

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <https://ecf-train.txeb.circ5.dcn/cgi-bin/login.pl?115> Go Links

Search Web Mail My Yahoo! Games Personals LAUNCH Sign In

ECF Bankruptcy Adversary Query Reports Utilities Logout

Creditors Receipt

Case Number	02-62508
Total Creditors Added to Database	1

[File A Proof Of Claim](#)

[Return To Creditor Maintenance Menu](#)

Done Internet

Click File a

Proof of Claim

→

You must search for the creditor again. Click [Next]. The creditor will appear highlighted on the next screen. Click [Next].

TXEB Train Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://ecf-train.txeb.crc5.dcn/cgi-bin/login.pl?856685353105> Links Google Enter the search term Go

Search Web Search Mail My Yahoo! Games Personals LAUNCH Sign In

ECF Bankruptcy Adversary Query Reports Utilities Logout

Search for Creditor

Case Number

Name of creditor

Type of creditor

Done Internet

Insert the necessary figures.(Figure 39) Do not use \$ signs or commas. Bypass the Late and Status fields. The Remarks and Description fields may be used but are rarely needed. Click [Next].

🎵 **Note:** A pdf containing the proof of claim will still need to be filed.

The screenshot shows a web browser window titled "TXEB Train Database - Microsoft Internet Explorer". The address bar displays "https://ecf-train.txeb.circ5.dcn/cgi-bin/login.pl?856685353105". The page features a blue header with the "ECF" logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "Proof Of Claim Information For" and "20323 - ABC". It contains several input fields and dropdown menus for claim information.

Proof Of Claim Information For				
20323 - ABC				
Case Number: 02-62508	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File:	Last Date To File (Govt):	Date Filed: 12/02/2004	Late: No	Status:
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Amount Allowed				
				Total (Display Only)
Description:				
Remarks:				
Next Clear				

Figure 39

(Step 8) **PDFs** Find and insert the pdf into the empty field.(Figure 40) If filing an attachment change the No to Yes and click [Next]. On the following screen, the filer will be prompted to browse for the pdf, choose the type or use the description field to identify the attachment, and

then add to the list. This is identical to the process of attaching a proposed order to a motion. Click [Next]

🎵 **Note:** Steps 9,10,11 to not apply.

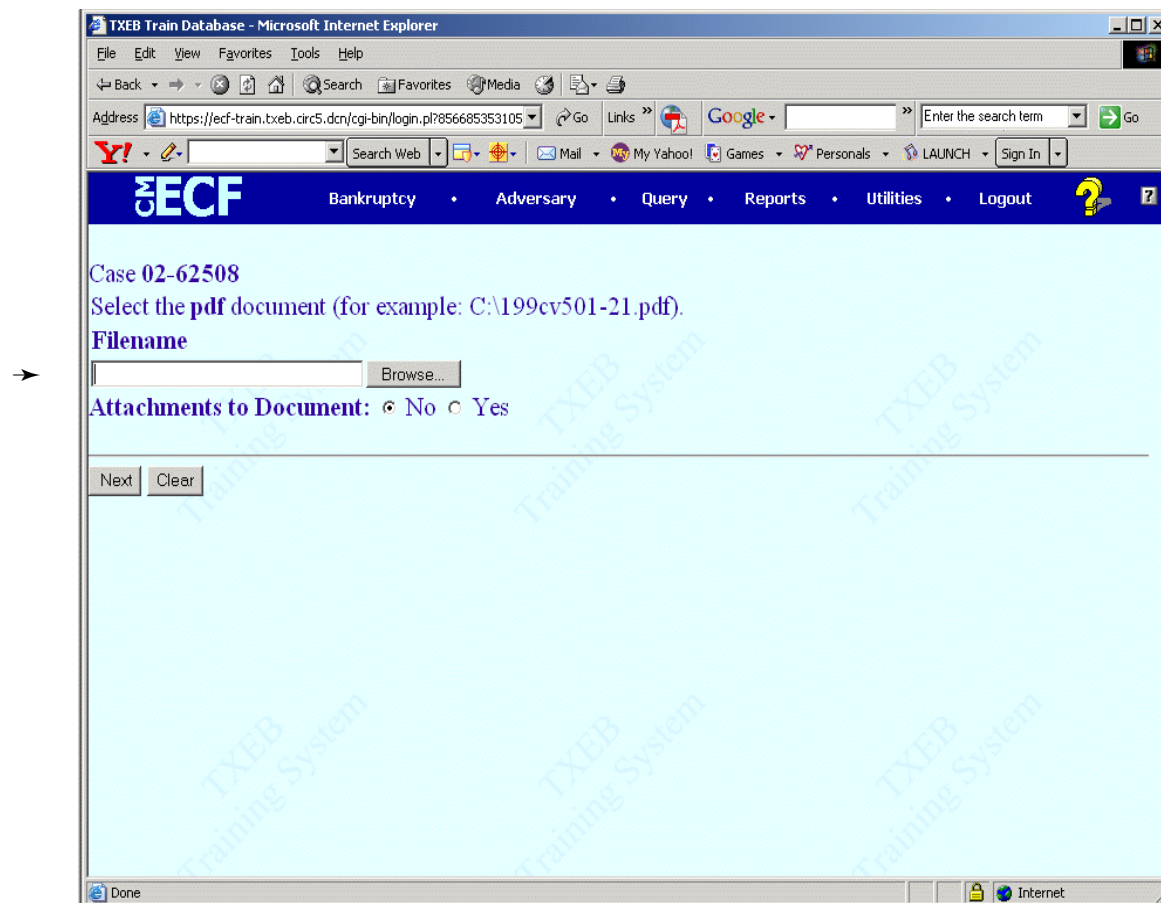
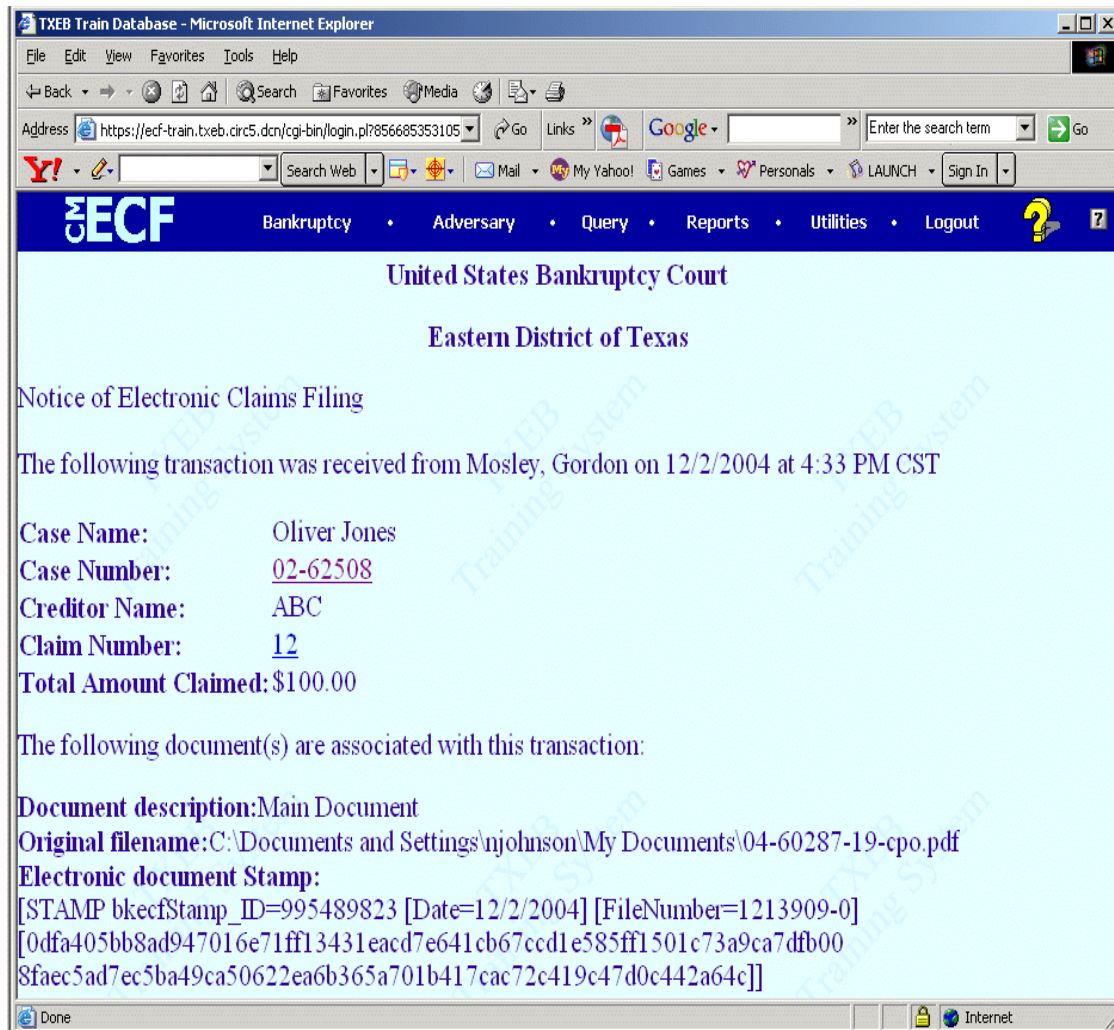


Figure 40

(Step 12) **Notice of Electronic Filing**



G. UPLOAD FOR AGREED AND COURT-DIRECTED PROPOSED ORDERS

This system is used for Proposed Agreed Orders being submitted to the Court:

1. **Prior to a Scheduled Hearing** (parties reach an agreement prior to a scheduled hearing)

2. **At the Direction of the Court** (as a result of a hearing held at which time parties were instructed by the Judge to submit an agreed order)
3. **At the Clerk's Direction** (proposed orders submitted at the request of the Clerk's office - party should also notify Clerk when order is uploaded)
4. **Proposed Pre-Trial Orders**
5. **Proposed Findings of Fact and Conclusions of Law**
6. **Proposed Agreed Order Requesting Continuance** (of a scheduled hearing)

♪ NOTE: THIS SYSTEM IS NOT FOR PROPOSED DEFAULT ORDERS

From the Bankruptcy or Adversary Main Menu:

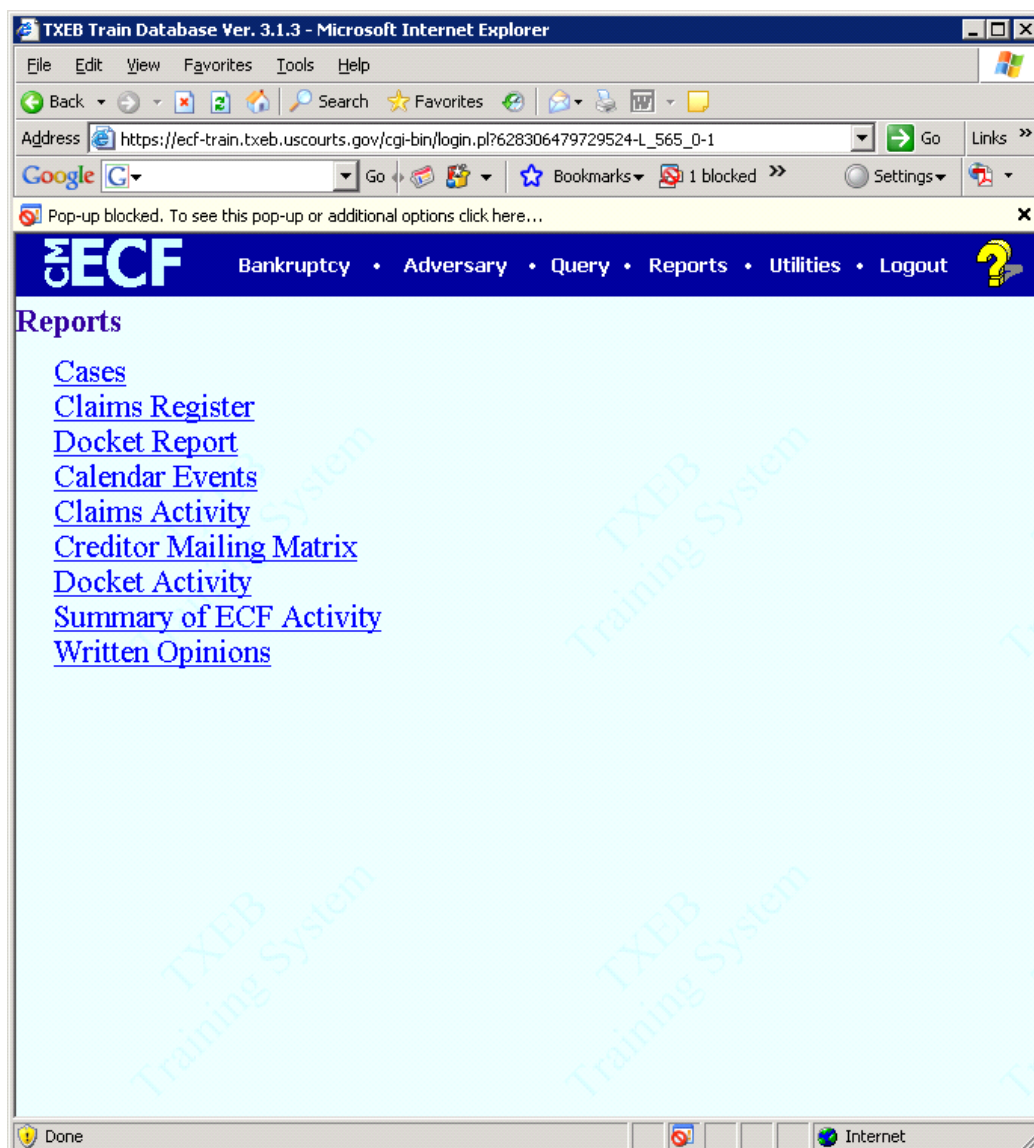
- Select Upload For Agreed and Court-Directed Orders
- Select Upload Order
- Enter Case Number, Press [Next]
- Enter Related Document Number (the document # of the related matter for which the agreed order is being submitted)

♪ Note: If at this time you do not know the document # of the related matter, click [Next]and the system will provide a category listing (i.e., motion/claims/miscellaneous, etc.); select the applicable category, then select the applicable pleading by placing a check in the appropriate box.

- Select the Order Type
- Enter Date of Hearing (if applicable)
- Browse for PDF to upload Proposed Agreed Order
- **Click [Next] to submit**

H. REPORTS

Each report below will require entry of a PACER login/password. One login/password will work for every district in the United States, though one must log on through the particular website that has jurisdiction of that case.



I. UTILITIES

Internet Payments Due:

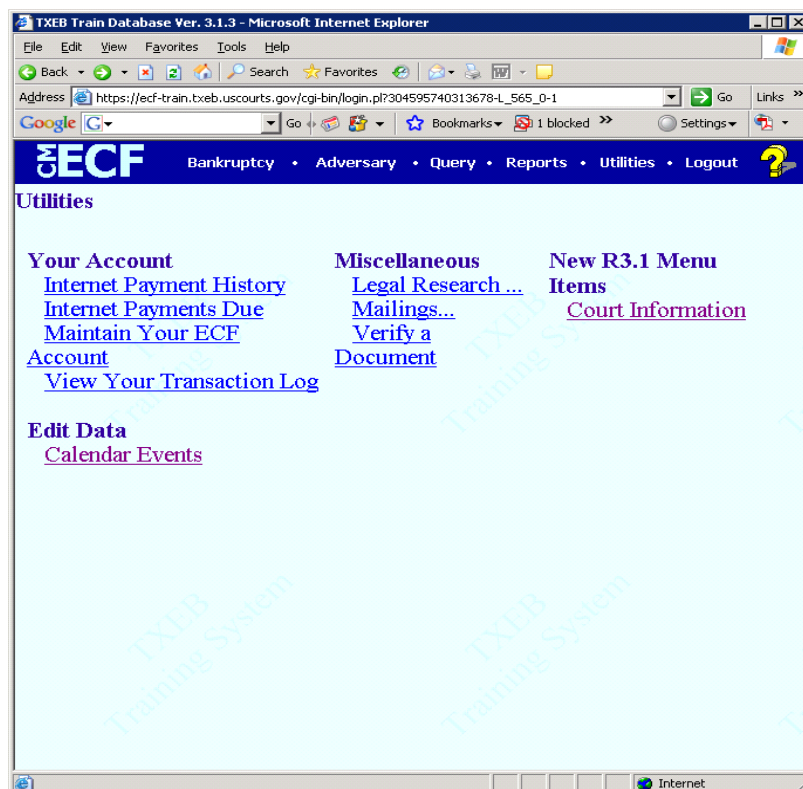
Filing fees may be paid from this location at any time. The system will maintain your current balance (See Internet Credit Card Manual located on our website under Electronic Filing Information for details).

Maintain Your ECF Account:

Changes to personal information: phone number, address, email address, or password should be made here. The Clerk's Office no longer requires the filing of an attorney address change. The responsibility of maintaining accurate personal information rests with the attorney. The login to CM-ECF should never be changed. Passwords may be changed at will.

Verify A Document:

In the event that a Notice of Electronic Filing was not saved, a filer may use the Verify a Document option to obtain pertinent information. The case number and document number will be required to complete the process.



III. HELPFUL HINTS

1. When in doubt, call the clerk's office before proceeding; that will save you and us time.
2. Check our website on a regular basis for updates, announcements, and useful resources.
3. Maintain a working knowledge of the Federal and Local Rules of Procedure for Bankruptcy Law.
4. Click on the yellow ? in the upper right hand corner for helpful information at any time. The information will only pertain to that screen.
5. Use the control f function to search for key words or phrases in large docket reports.
6. To minimize browser malfunctions, click Tools, Internet Options, Delete Cookies, Delete Files on a regular basis. This will prevent various menu selections from being eliminated from a given screen. Click the Settings bar and set it to Every Visit To The Page.
7. Disable all pop-up blockers before paying fees due. **DO NOT USE THE BACK ARROW AT ANY TIME DURING THE PROCESS** of paying fees.
8. All proposed orders are ATTACHED to motions, ONLY agreed orders and judgments are submitted using the Upload for Agreed and Court-Directed Orders Link on the main menu.
9. Call the ECF HelpDesk immediately upon discovery of or making an error. Call with other helpful hints not listed.
10. "Linking" is a term used by clerk's staff to describe the phrase, "Reference to an Existing Document". Be sure to link to the specific document in question, i.e., a withdrawal of an objection is linked to the objection, not the motion.
11. All drop down menus are alphabetized. One can use the down arrow, grab the scroll bar, or use a key stroke to find the desired event or caption.
12. Open and review all pdf files before transmitting to the court to ensure correctness.

IV. TROUBLESHOOTING

1. Only partial menus appear on computer screen. See #6 of helpful hints.
2. Unable to pay fees due. See #7 of helpful hints.
3. Unable to login to CM-ECF. Verify correct login is being used, i.e., PACER logins will fail when used to log into CM-ECF and vice versa.
4. System extremely slow. Periodically during the day slow periods will occur. The busiest time is between 2:30pm and 3:30pm. If conditions persist for an extended period of time, contact the ECF HelpDesk..
5. Not receiving e-mails from the clerk's office. Check with the ECF HelpDesk about possible system failure. The problem almost always exists with the external filer's internet provider.

EASTERN DISTRICT OF TEXAS

Beaumont Division

Chambers
Hardin
Jasper
Jefferson
Liberty
Newton
Orange

Lufkin Division

Angelina
Houston
Nacogdoches
Polk
Sabine
San Augustine
Shelby
Trinity
Tyler

Marshall Division

Camp
Cass
Harrison
Marion
Morris
Upshur

Texarkana Division

Bowie
Franklin
Red River
Titus

Tyler Division

Anderson
Cherokee
Gregg
Henderson
Panola
Rains
Rusk
Smith
Van Zandt
Wood

Sherman Division

Collin
Cooke
Delta
Denton
Fannin
Grayson
Hopkins
Lamar